GroundsOpsStaff-2ed User Manual
(Help Getting Started)
Updated 3/2/2014

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More Help: When in doubt look for the nearest Help Button!

The below documents are on your hard drive in the C:\GroundsOpsStaff_Program Files folder – they end with a .pdf or .ppt extension. The most recent version of the documents is on the GroundsOpsStaff-2ed web site at http://GroundsOpsStaff-2ed.com/GroundsOpsStaff Home.aspx at the bottom of the web page. If you are setting out to become a ***GroundsOpsStaff-2ed*** power user to learn all the many powerful features of ***GroundsOpsStaff-2ed*** in detail or if you just want a ready reference, then it is recommended that you print these documents and place them in a binder for ready reference.

Document and Content	How to Access
GroundsOpsStaff-2ed* User Manual**: this is the best document to read in its entirety since it covers all the main aspects of ***GroundsOpsStaff-2ed in a summary manner and includes screenshots.	• Click ***Help Getting Started*** button in Program Manager • Click ***User Manual*** Button in the Main Program **Main Menu** worksheet or click http://GroundsOpsStaff.com/Documents/GroundsOpsStaff User Manual.pdf
GroundsOpsStaff-2ed PowerPoint presentation in PDF and PPT format: This will give you a good overview of what GroundsOpsStaff-2ed is and an overview of its capabilities.	• Click or of the below links http://GroundsOpsStaff.com/Documents/GroundOpsStaff-for web.ppt http://GroundsOpsStaff.com/Documents/GroundOpsStaff-for web.pdf
GroundsOpsStaff-2ed Quick Help: Contains	• Click ***Quick Help File*** button on main menu in ***Main***

step-by-step instructions for command buttons and other aspect of the basic program without screenshots.	***Program*** or click http://GroundsOpsStaff.com/Documents/Quick Help.pdf • Click Help buttons throughout the ***GroundsOpsStaff-2ed*** application to see portions of this file as contextual help
GroundsOpsStaff-2ed ProScheduler Help: instructions for use of the GroundsOpsStaff-2ed ProScheduler	**AVAILABLE NOW** • Click Help button in the ProScheduler tool or click http://GroundsOpsStaff.com/Documents/GroundsOpsStaff-2ed ProScheduler Help.pdf • Click the Help button on the ProScheduler interface after running ***GroundsOpsStaff-2ed***
JustDoNext Import Wizard: Instructions for use of the JustDoNext Data Import Wizard. This allows you to import grounds asset inventory data from external Excel spreadsheets. If you wish to import data, you must purchase this upgrade separately from Hunter ***Consulting and Training***.	**AVAILABLE NOW** • Click Help Button on ***JustDoNext*** Toolbox or click http://www.groundsopsstaff.com/Documents/GroundsOpsSfaff%20JustDoNext%20Wizard%20Help.pdf

Downloading and Installing:

GroundsOpsStaff-2ed can be downloaded from the ***Hunter Consulting and Training*** Web site.

1. Go to http://GroundsOpsStaff.com/DownloadGroundsOpsStaff.aspx and follow steps 1 through 11. In step 7, after you download and extract the GroundsOpsStaff-2ed files, you will run ***Setup.exe*** in the ***C:\GroundsOpsStaff Program Files*** to install GroundsOpsStaff-2ed.
2. **NOTE TO IT STAFF:** If the computer user does not have administrative rights on the computer, it is recommended that you give them temporary administrative rights and ru***n Setup.exe*** while logged in under the user's login ID. This will register the application to the user in the Windows register. See Granting Permission for Shared Users to Run GroundsOpsStaff-2ed on the Same Computer in this help document for information on providing shared user access on computers with multiple users. It is important to note that you must run setup for all shared users if you intend to share use of ***GroundsOpsStaff-2ed*** with other users with access to the computer. The Shared user feature will be invoked in a future release.
3. **NOTE TO IT STAFF AND MAIN USER:** Before ***GroundsOpsStaff-2ed*** can be used in full feature mode, it must be activated using the ***Product Code*** and ***Activation Key***. It is important to be logged into the computer under the **Main User's *login ID*** when you activate ***GroundsOpsStaff-2ed***. ***GroundsOpsStaff-2ed*** designates the ***user who activates the program*** as the ***Main User.*** The **Main User** can then designate other users as shared users (See Granting Permission for Shared Users to Run GroundsOpsStaff-2ed on the Same Computer). Only one user can activate ***GroundsOpsStaff-2ed***. Please note that under the single user license agreement, if you allow shared users on a computer then you should not activate the product code on a second computer.

GroundsOpsStaff-2ed New Features

Compared to the *Old GroundsOpsStaff*, this is what's new in *GroundsOpsStaff-2ed*:

Updated for APPA Operational Guidelines for Educational Facilities, Grounds Second Edition: This is a major enhancement giving user instant access to the new APPA grounds area matrices. GroundsOpsStaff-2ed will read all Old GroundsOpsStaff files; however, the Old GroundsOpsStaff cannot read GroundsOpsStaff-2ed files.

***NetEnabled with ShareAware*:** *GroundsOpsStaff-2ed* is *Network File Sharing Enabled* (*NetEnabled*) with *ShareAware* which means that multiple users can share the same data and schedule files on a shared network drive without conflict. This is a major enhancement allowing organizations to store all inventory and schedule files in a single location for all users. Inventory files are marked for Read-Only and schedule files are locked out

when opened by another user. This prevents users from overwriting the files while other users have them open, but allows Read-Only access to the inventory file by all other users. There is always a *ShareAware* button which allows you to see who is using what file in the network folder. See the *NetEnabled* section later in this manual for instructions on how to operate *GroundsOpsStaff-2ed* in a network file sharing environment.

***Improved Configuration Form and Configuration What-If Features*:** The *Configuration* Form has been improved and made accessible from more worksheets within *GroundsOpsStaff-2ed*. This allows you to change configuration local variables and immediately see the impact of the change in more worksheets of the application. This greatly improves your capability to do what-if analysis on your inventory. The form is now resizable allowing you better visibility of your worksheet. Help file has been updated.

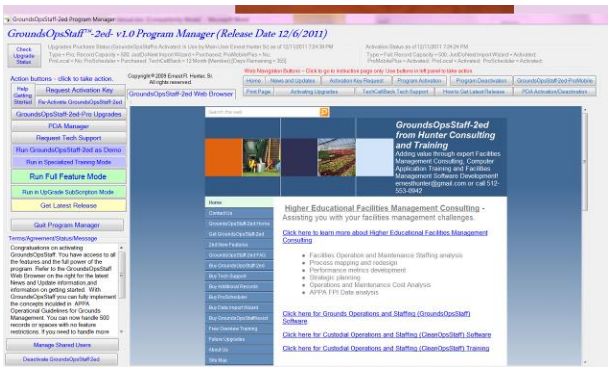
***MultiMonitor Enabled*:** *GroundsOpsStaff-2ed* is now *Multiple-Monitor Enabled*, which mean you can have multiple monitors connected to your computer and switch *GroundsOpsStaff-2ed* from monitor to monitor with just the click of a button. With improved *Drag-And-Pin* behavior for all the tools, you can now have full view of your data on the monitor while dragging and pinning the tool onto your second monitor. See the *Multiple-Monitor Enabled* section later in this manual for instructions on how to operate *GroundsOpsStaff-2ed* with multiple or dual monitors.

Tool Movement and Pinning Improvements: To help you get maximum visibility of your worksheets and the many tools at the same time a *Pin Button* has been added to most of the tools. This allows you to move the tool around on the screen and pin the tool to the position that provide you maximum visibility of your worksheet and tools. This is especially useful with the new monitor-switching feature. In some instances, you get a much improved view of your worksheet by pinning the tool to the screen of a different monitor.

***Import Wizard (justDoNext) Improvement* s**: The *justDoNext Import Wizard* automatic flow has been improved with updated interactive instructions. The basic flow for the *justDoNext Import Wizard* upgrade is the same. However, the interactive instructions that you see when importing data have been updated and improve. The justDoNext Import Wizard can now also automatically detect the full range of the data if an entire worksheet is to be imported. Help file has been updated.

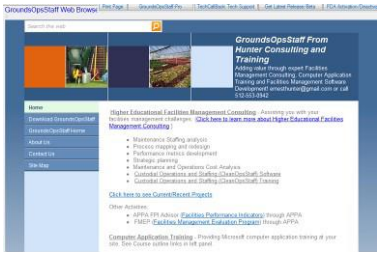
GroundsOpsStaff-2ed Two Major Components:

> ***GroundsOpsStaff-2ed*** has two major components: (1) ***Program Manager*** and (2) ***Main Program***. The ***Program Manager*** is the first components you will see after you download and install ***GroundsOpsStaff-2ed*** and the first component you will see each time you run ***GroundsOpsStaff-2ed***. The functions of the ***Program Manager,*** *which* are administrative, are described in later paragraphs of this help document. You will launch the ***Main Program*** by clicking the ***Run GroundsOpsStaff-2ed as Demo*** button, or the ***Run in Full Feature Mode*** button, or the ***Run in Specialized Training Mode*** button, or the ***Run in UpGrade SubScription Mode*** button in the ***Program Manager***.

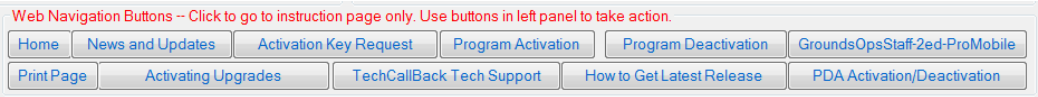
Program Manager	Main Program
	

Program Manager Components

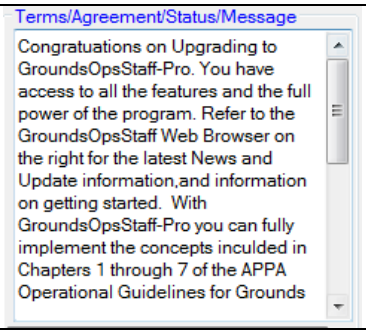
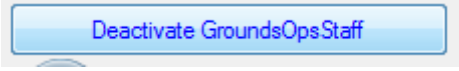
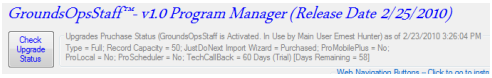
GroundsOpsStaff-2ed Program Manager Web Browser Window – This built-in web browser let you browse the ***GroundsOpsStaff-2ed*** web site without leaving the ***Program Manager***. Use this browser to stay up to date on ***GroundsOpsStaff-2ed*** news and to read instructions on how to use the ***Program Manager*** and other parts of ***GroundsOpsStaff-2ed***.



GroundsOpsStaff-2ed Program Manager Web Navigation Buttons – The below buttons located at the top of the ***Program Manager*** screen above the ***Program Manager Browser*** are used to move around the ***GroundsOpsStaff-2ed web site*** to get Information and instructions. Use these buttons to read the instruction web page on how to perform certain actions within the ***Program Manager***. The buttons are also called ***Information Buttons***.



 When in doubt, click for the nearest Help Button!

Program Manager Components (Cont.)	
GroundsOpsStaff-2ed Program Manager Action Buttons – These buttons are located in in the ***Left Panel*** of the ***Program Manager*** screen and they are used to take action. You will click one of these buttons when you are ready to take the action indicated by the button's caption. You can first use the ***GroundsOpsStaff-2ed Program Manager Web Navigation Buttons*** to read the instructions on how to perform the action if you do not already know how to perform the action indicated by the action button caption. More information is provided for these buttons later in this manual.	
GroundsOpsStaff-2ed Program Manager Terms/Agreement/Status/Message Box – you should read this box to make sure you understand the terms of the single user license and to get information on the activation status of your program. Do not check the ***'I agree with the above terms'*** checkbox until you have read the text in this box.	
GroundsOpsStaff-2ed Program Manager Deactivation Key – Use this key to deactivate GroundsOpsStaff-2ed on your computer. This does **not** remove or uninstall the program files from your computer and it does **not** remove your data files. Use this button to deactivate ***GroundsOpsStaff-2ed*** on the current computer so you can legally activate it on a different computer. An email will be sent to the ***Hunter Consulting and Training*** activation server to register the deactivation in the ***GroundsOpsStaff-2ed*** database.	
GroundsOpsStaff-2ed Program Manager Check Upgrade Status Button – Use this button to check the status of the ***GroundsOpsStaff-2ed-Pro*** upgrades that you purchase. It will take 10 minutes to several hours after you purchase and upgrade for it to register in upgrade server depending on server activities. Use this button to confirm that your purchased upgrade has been registered in the ***GroundsOpsStaff-2ed*** upgrade server.	
Manage Shared Users Button – Use this button to allow shared user of the computer access to ***GroudsOpsStaff-2ed.***	

Running GroundsOpsStaff-2ed in Demonstration Mode:

You can run ***GroundsOpsStaff-2ed*** in Demo mode to evaluate it to decide whether you want to purchase it. In order to keep ***GroundsOpsStaff-2ed*** a low cost, high quality product, ***Hunter Consulting and Training*** has adopted a ***No Return Policy*** for all products and services purchased from ***Hunter Consulting and Training.*** It is therefore very important that you do a complete evaluation of the products and services before making a purchase to ensure it is what you need. The ***Demo*** mode provides all the functionality needed for you to make

an informed purchase decision. Additionally, ***Hunter Consulting and Training*** will provide on-line demonstrations of ***GroundsOpsStaff-2ed*** upon request.

1. In the Program Manager, check the ***I agree with the above terms*** checkbox
2. Click the ***Run GroundsOpsStaff-2ed as Demo*** button
3. The ***Main Program*** will be launched
4. Allow a few moments for ***GroundsOpsStaff-2ed*** to gather information about your computer to properly configure itself
5. ***GroundsOpsStaff-2ed*** will always start up in ***Demo*** mode regardless of whether it has been activated or not
6. Immediately click the ***Inventory and Macro Staffing*** button and then return to the ***Main Menu*** to ensure ***GroundsOpsStaff-2ed*** has gathered all necessary information about your computer

Purchasing Product Codes:

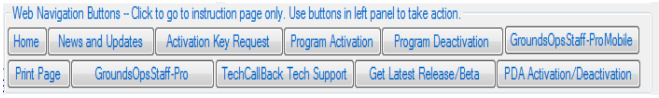
Before you can use the full features of ***GroundsOpsStaff-2ed,*** you must purchase a ***Product Code*** (license) from APPA and you must receive an ***Activation Key*** from Hunter Consulting and Training. APPA will provide you a product code when you buy the ***Grounds Guidelines/GroundsOpsStaff Package*** from the APPA online bookstore.

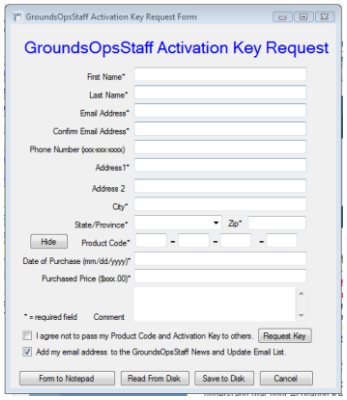
1. Go to https://www.appa.org/Bookstore/product_browse.cfm?itemnumber=711 to purchase a ***Product Code (Grounds Guidelines/GroundsOpsStaff Package)***.
2. APPA will email you your Product Code as soon as your credit card clears and then ship the book separately. The APPA Bookstore online shopping cart will also allow you to choose Purchase Order as method of payment if you wish.
3. The book will be shipped to you using the shipping method you select. The book will also contain an insert with you ***Product Code***
4. You will use the ***Request Activation Key button*** in the ***Program Manager*** to request your ***Activation Key***. You will receive your ***Activation Key*** via email from Hunter Consulting and Training. The time to receive your Activation Key email varies from immediate to several hours depending on server activity and network traffic.

Requesting Your Activation Key:

Once you get your ***Product Code*** from APPA, you will need to request an ***Activation Key*** from ***Hunter Consulting and Training*** using the ***Activation Key Request Action Button***.

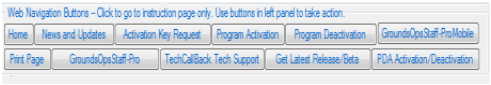
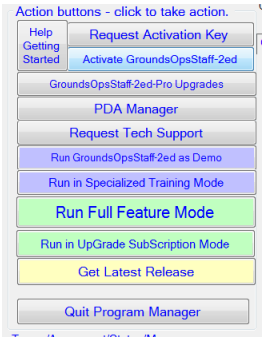
1. ***OPTIONAL*** -- Click ***Activation Key Request*** Information Button and review the instructions in the ***GroundsOpsStaff-2ed*** web browser window only if you wish



2. Click the ***Request Activation Key*** action button to launch the activation key request form 3. Fill out the ***GroundsOpsStaff-2ed Activation Key Request Form*** including the ***Product Code*** 4. Check the '***I agree with the Terms***' checkbox 5. Click the ***Request Key*** button in the lower right corner of the ***GroundsOpsStaff-2ed Activation Key Request Form*** 6. Allow a few moments for the Program Manager to connect with the Server. Click ***OK*** and/or ***Yes*** whenever prompted to do so 7. You will receive an email containing your ***Activation Key*** within 24 hours, but most of the time you will receive the email within the hour or immediately depending of the volume of ***GroundsOpsStaff-2ed*** server activity at the time.		

Activating GroundsOpsStaff-2ed

Once you receive your ***Activation Key*** from the ***Hunter Consulting and Training*** Activation Server by email, you can activate ***GroundsOpsStaff-2ed*** to operate in ***Full Feature Mode***. You will receive your activation key within 24 hours and most of the time within the hour or immediately after requesting it using the above procedures.

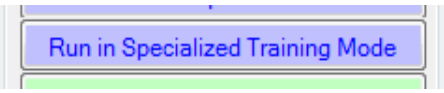
1. ***OPTIONAL*** -- Click ***Program Activation*** Information Button and read instructions in the ***GroundsOpsStaff-2ed*** web browser window only if you wish		
2. Click the ***Activate GroundsOpsStaff-2ed*** action button to activate the ***Program*** *Activation* form. 3. If you have already submitted the request for activation key form, the ***GroundsOpsStaff-2ed Program Activation Form*** will be automatically filled out except for the ***Product Code*** and the ***Activation Key*** 4. Fill in the ***Product Code*** and the ***Activation Key*** input boxes 5. Read the ***Terms and Conditions***. Check the '***I agree with the above Terms and condition'*** checkbox 6. Click the ***Activate*** button in the lower right corner of the ***GroundsOpsStaff-2ed Program Activation Form*** 8. Allow a few moments for the Program Manager to connect with the Server. Click ***OK*** or ***Yes*** whenever prompted to do so. 7. You program will be activated and you will see the word "***Congratulations***" in the T***erms/Agreement/Status/Message Box.*** You will receive an email notifying you when the activation server registers your activation. You do not need to wait for this email to run in full feature mode.		

Run GroundsOpsStaff-2ed in Full Feature Mode:

1. After you activate ***GroundsOpsStaff-2ed*** you can immediately run it in full feature mode by clicking the ***Run Full Feature Mode*** button 2. The ***Main Program*** will be launched and start up in ***Demo*** Mode 3. Immediately click the ***Inventory and Macro Staffing*** button and then return to the ***Main Menu*** to activate full feature mode	

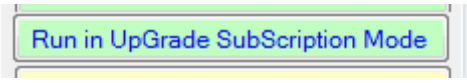
Run GroundsOpsStaff-2ed in Specialized Training Mode:

1. ***Hunter Consulting and Training*** offers specialized training in the use of ***GroundsOpsStaff-2ed*** at the user site or online. During the training session, users can be granted access to all the full features of ***GroundsOpsStaff-2ed*** and all the upgrades through the ***Specialized Training Mode***. This allows the trainee to follow along with the ***GroundsOpsStaff-2ed*** trainer and perform all the training exercises. Prior to the specialized training sessions, ***Hunter Consulting and Training*** provides the users with a ***Specialized Training Access Code***.
2. To run in Specialized Training Mod***e,*** click the ***Run in Specialized Training Mode*** button and enter the ***Specialized Training Access Code*** provided by ***Hunter Consulting and Training***
3. The ***Main Program*** will be launched and start up in ***Demo*** Mode
4. Immediately click the ***Inventory and Macro Staffing*** button and then return to the ***Main Menu.*** The ***Specialized Training Mode*** will be activated



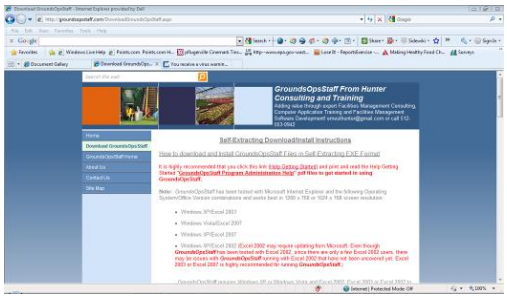
Run GroundsOpsStaff-2ed in UpGrade SubScription Mode:

1. ***Hunter Consulting and Training*** offers the ***UpGrade SubScription*** program to allow users to "***Rent-A-Upgrade***" by the month (subscribe). If you do not want to purchase an upgrade for any reason, or if you are not sure, you want to buy the upgrade, you can subscribe to the upgrade to try it out. If you only have a short-term need for the upgrade, you can rent it. Go to the web site and use the rent link in the left panel of the web site to subscribe the upgrades you wish to try out
2. To run in ***UpGrade SubScription Mode,*** click the ***Run in UpGrade SubScription Mode*** button
3. The ***Main Program*** will be launched and start up in ***Demo*** Mode
4. Immediately click the ***Inventory and Macro Staffing*** button and then return to the ***Main Menu*** to activate ***UpGrade SubScription Mode.***



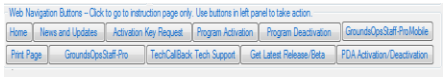
Purchasing Upgrades:

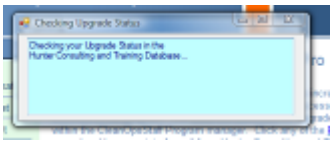
1. It is best to use your normal Internet Explorer to purchase your upgrades. Do not use the *GroundsOpsStaff-2ed* Program Manager Web browser to purchase upgrades**.**
2. In your Internet Explorer web browser go to http://GroundsOpsStaff.com/DownloadGroundsOpsStaff-2ed.aspx
3. Click on the Buy links in the left side panel of the web page
4. You can use your credit card, or your PayPal account or fax a Purchase Order to 928-563-0345
5. We do instant activation over the phone if you would prefer to be talking to someone as you make your purchase. Send an email with date and time for a call back or call 512-553-0942.

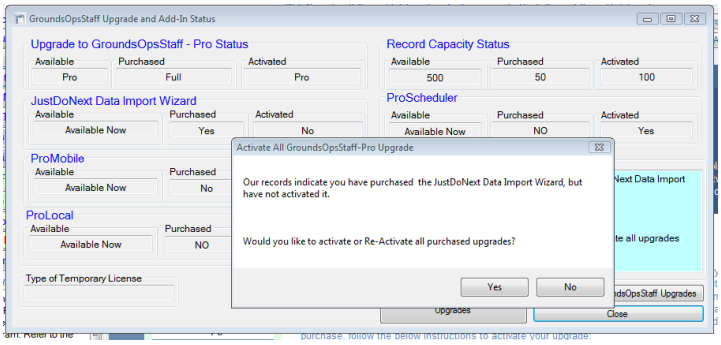


Activating Your Upgrades:

1. OPTIONAL - To activate all your purchased upgrades, click the ***GroundsOpsStaff-2ed-Pro Upgrade*** information button at the top of the web browser to review the instructions in the Program Manager web browser if you wish
2. Click the ***GroundsOpsStaff-2ed-Pro Upgrades*** action button in the left panel.
3. The ***Checking Upgrade Status*** message box will appear. This will take a few moments—please be patient.
4. Once your upgrade status has been checked, the ***GroundsOpsStaff-2ed Upgrade and Add-In Status*** form will appear
5. If you have purchased upgrade that you have not activated, the ***Activate All GroundsOpsStaff-2ed-Pro Upgrade Prompt Box*** will also appear
6. Click ***Yes***
7. You can re-activate your upgrades as often as necessary if they become deactivated due to some type of local issue with your computer







Main Program Components

Main Menu Worksheet:

Main Menu Navigation and Information

The ***Main Menu*** is the starting point for putting ***GroundsOpsStaff-2ed*** to work for you. The screenshot to the right shows what the ***Main Menu*** looks like on start-up. ***GroundsOpsStaff-2ed*** always starts up in ***Demo Mode*** and switches to ***Full*** or ***Pro*** after clicking the ***Inventory and Macro Staffing*** button if the program has been activated. Throughout the application, you will find a ***Main Menu*** button so that you can quickly return to the ***Main Menu*** any time you wish. The ***Main Menu*** buttons and other elements are discussed below.

Main Menu Help Button – Click this button to open a help box containing quick help about the Main Menu.

NOTE: Most elements of ***GroundsOpsStaff-2ed*** will have a ***Quick Help*** button and most worksheets will contain a headings row linked to ***Quick Help***. Click the ***Help Button*** wherever you see it and you will get Quick Help on the item containing the help button. To get Quick Help on worksheets, move the mouse pointer over the headings row until the pointer turns into a hand with a pointing index finger. Then click the left mouse button and you will get Quick Help on the worksheet. Much of the information in the Quick Help box is the same as contained in this user manual, but without the screenshots. The help text in the Quick Help box will only pertain to the area you are viewing when you click the help button.

Large Top Left Main Menu Button (APPA Web Site) - Copyright information and link to APPA web site. Click this button to go to APPA web site.

Large Bottom Left Main Menu Button (Single User License details) - use to open a document containing the single user license details. Please note that the Product Code you received with your purchase serves as your single user license. You are authorized to activate the Product Code on ***your*** desktop and ***your*** laptop with the agreement that ***GroundsOpsStaff-2ed*** should only be running on one computer at a time under the same Product Code. If you intend to have multiple users share the use of ***GroundsOpsStaff-2ed*** under the same Product Code on a single shared computer, then you must **not** install it on a second computer unless you purchase an additional Product Code.

Large Top Right Main Menu Button (Hunter Consulting and Training Web Site) - View this button to see the release date of the Main Program you are currently running. Click this button to go to ***Hunter Consulting and Training*** web site. If your release date is earlier than the release date listed in the web page, you should use the '***Get Latest Release***' button to get the latest release of ***GroundsOpsStaff-2ed*** or you should go to http://GroundsOpsStaff-2ed.com/DownloadGroundsOpsStaff-2ed.aspx to download the software directly from you internet browser.

Inventory & Macro Staffing Button - Click this button to go to the Inventory & Macro Staffing worksheet. The Inventory & Macro Staffing worksheet is where you will enter your grounds areas inventory data and it computes the macro staffing required for the level of attention you choose for each grounds area.

Staffing Services Levels Button - Click this button to go to the Staffing Service Levels worksheet. The Staffing Service Levels worksheet displays the quantity per worker and tasks associated with the ground type matrices for the levels of attention. It also shows the number of weeks in the growing season. You can use this worksheet to get a quick idea of how many people and how much time it will take to perform grounds maintenance tasks.

Grounds Type Matrix Navigator - Click this button go to the 20 grounds type matrices. The first six (6) matrices are the standard grounds type found in the APPA guidelines book that you cannot change except for the number of weeks in the growing season. The last 14 matrices are available for you to customize to define your own local grounds types based on the tasks you perform and the time you know it takes to perform them.

Grounds Type Matrix Maker - Click this button to launch the Grounds Type Maker. The Grounds Type Maker is a tool that allows you to edit the last 14 grounds type matrices to suit your local situation (more information later in this manual).

Quick Help File Button - Click this button to open the PDF version of this Quick Help File and then click **OK** in the warning box if one appears - this is not an error message. The Quick Help PDF file contains all the Quick Help text you get when you click one of the Help button on the toolboxes found throughout GroundsOpsStaff-2ed. This file is located in your C:\GroundsOpsStaff-2ed Program Files folder and on the Hunter Consulting and Training web site. You can leave this file open while you work in GroundsOpsStaff-2ed if you wish.

User Manual Button - Click this button to open the PDF User Manual that you are currently reading then click **OK** in the warning box if one appears - this is not an error message. This file is located in your *C:\GroundsOpsStaff-2ed Program Files* folder and on the Hunter Consulting and Training web site. This manual contains more detail information, along with screenshots, and will contain training exercises in the future. You can leave this file open while you work in GroundsOpsStaff-2ed if you wish.

Configuration Button - Click this button to open the Configuration form. You will use the Configuration form to configure GroundsOpsStaff-2ed according to your local parameters such as wage rate, workdays in the years, productive minutes in the day, days in the week, material cost factor, capital (equipment) cost factor, and fringe benefits factor. Click the Help button in the Configuration form for more information on the local variables. More information on the configuration form is included later in this manual.

Current Data File box - this box is located in the upper left of your screen. It indicates disk file name of the file the current data in memory was loaded from or It indicates the disk file name the data in memory was last saved as. Unless you choose a different location, your data files will be saved to *C:\GroundsOpsStaff-2ed Data* folder.

Program Status box - this area on the left of the screen indicates the activation status of your copy of ***GroundsOpsStaff-2ed***. There are three activation modes: (1) ***Demo***, (2) ***Full***, and (3) ***Pro***. ***Demo*** mode is free and allows you to use all program features but limits the input to five (5) records. Demo is for evaluation purposes only. ***Full*** mode requires the purchase of a Product Code (single user license) and an Activation Key. ***Full*** mode gives you access to all standard features and allow you to input the standard number of records, and can meet the needs of most grounds inventories. ***Pro*** mode is the mode that provides access to upgrades you purchase such as additional record capacity, ***Data Import Wizard***, ***ProScheduler*** and other upgrades that might be developed in the future such as ***PDA interface***. The Program Status box will also indicate your activation mode, your record capacity, and what upgrades you have purchased and activated.

NOTE: GroundsOpsStaff-2ed *always starts up in Demo mode and switches to your activated mode after you click* the ***Inventory and Macro Staffing*** *button in the Main Menu worksheet. Do not be concerned that the Program Status box indicates Demo upon start-up – if you have activated the program, the status will switch when you* ***Inventory and Macro Staffing*** button.

Main Menu File and Data Management Buttons

- **Open Button** - Click this button to open an existing ***GroundsOpsStaff-2ed*** Inventory Data File from a local hard drive or from a Local Area Network drive. The data file currently in memory will be replaced in memory by the content of the last file opened. The file you open is only copied into memory and is not changed or affected in any way on the disk drive unless you save back to it under the same file name.

- **Save Button** - Click to save the ***GroundsOpsStaff-2ed*** Inventory Data File that is currently in memory to a disk file. Unless you change the name, the data in memory will be saved back to the file it came from when you opened the data file. If you do not wish to change the content of the data file on disk that you opened, then you should use the ***Save As*** button to save the data currently in memory under a different name. If you do not wish to retain the data currently in memory at all, then you can use the ***Close*** button or the ***Exit*** button without saving.

- **Save As Button** - Same as the Save Button except use this button to save the data currently in memory under a different name thereby leaving the file the data came from unchanged on disk.

- **Close Button** - Click this button to close the data file currently in memory without saving it.

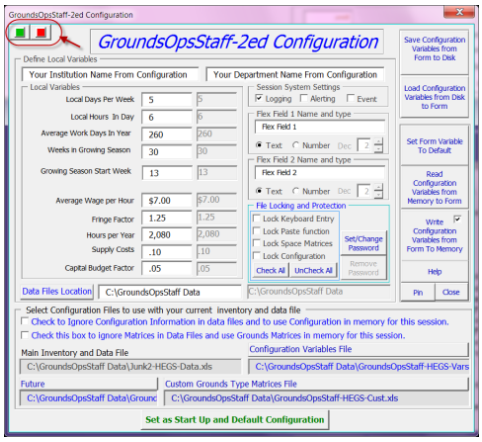
- **JustDoNext Import Wizard Button (Available Now)** - Click to run the ***GroundsOpsStaff-2ed justDoNext Import Wizard***. This is a GroundsOpsStaff-2ed-Pro upgrade that you must purchase from the Hunter Consulting and Training web site to make use of its full feature. A demo version of the justDoNext Import Wizard will be contained in the Demo and Full versions of GroundsOpsStaff-2ed for you to evaluate. There is a 'Help' button on the justDoNext Data Import Wizard toolboxes that will open a help file specifically for the justDoNext Data Import Wizard.

- **Exit Button** - Quit and Exit GroundsOpsStaff-2ed without saving the data currently in memory.

Configuration to Match Your Local Conditions:

The Configuration form is used to configure ***GroundsOpsStaff-2ed*** for your local situation. Follow the below steps to configure ***GroundsOpsStaff-2ed***.

- Once you have run GroundsOpsStaff-2ed in **Demo** or **Full** feature or **Pro** mode and the ***Main Program*** is running, you can change the variables ***GroundsOpsStaff-2ed*** uses to perform its calculations.
- From ***Main Menu*** click the ***Configuration*** button to launch the ***Configuration Form.***
- Click the ***Help*** button and review the help information provided for filling out this form if you need to.
- Click the two small red and green Resize buttons to make the tool smaller so you can see more of the worksheet



- You will enter information and write the form to memory for it to have an effect on the ***GroundsOpsStaff-2ed*** Calculations. (**NOTE**: Entering information the form has no effect until you write it to memory or set the form as your default configuration).
- To make the information in the form load up each time you run ***GroundsOpsStaff-2ed***, click the ***Set as Startup Default Configuration*** button – this will make it so that you do not have to change the variables each time you run GroundsOpsStaff-2ed.
- Below is a brief description of the local variable you will change in the Configuration form.
  a. ***Your Institution Name From Configuration*** – whatever you enter here will be printed as the printout **Title** in the center header of all printed pages. You will be prompted to change the header each time you print a report, so you will not be forced to print this header.
  b. ***Your Department Name From Configuration*** – whatever you enter here will be printed as the printout **Sub-Title** in the center header of all printed pages. You will be prompted to change the header each time you print a report, so you will not be forced to print this header.
  c. ***Days per Week*** – this is the average number of ***Days per Work*** your grounds workers work. It is used by GroundsOpsStaff-2ed in the ***Workers per Week*** and ***FTE*** calculations.

d. ***Hours per Day*** – this is the average number of productive ***Hours per Day*** your grounds workers work. This is typically 8 hours minus time for travel, set-up, clean-up, and other non-productive activities. It is used by GroundsOpsStaff-2ed in the ***Workers per Week*** and ***FTE*** calculations.

e. ***Average Work Days In Year*** – this is the average number of days your grounds workers are actually at the job site to work. This is typically 260 weekdays minus all paid days off such as vacation, sick leave, holidays, jury duty and other paid days off. It is used by ***GroundsOpsStaff-2ed*** in the ***Workers per Week*** and ***FTE*** calculations.

f. ***Weeks in Growing Season*** – this is the number of weeks in the growing season based on your geographical location or the number of weeks in the year you perform non-growing tasks such as hardscape maintenance tasks and snow removal. It is used by GroundsOpsStaff-2ed in the ***Workers per Week*** and ***FTE*** calculations.

g. ***Average wage per hour*** – this is the average hourly wage rate without benefit for your grounds workers. It is used in the budget cost estimate calculation.

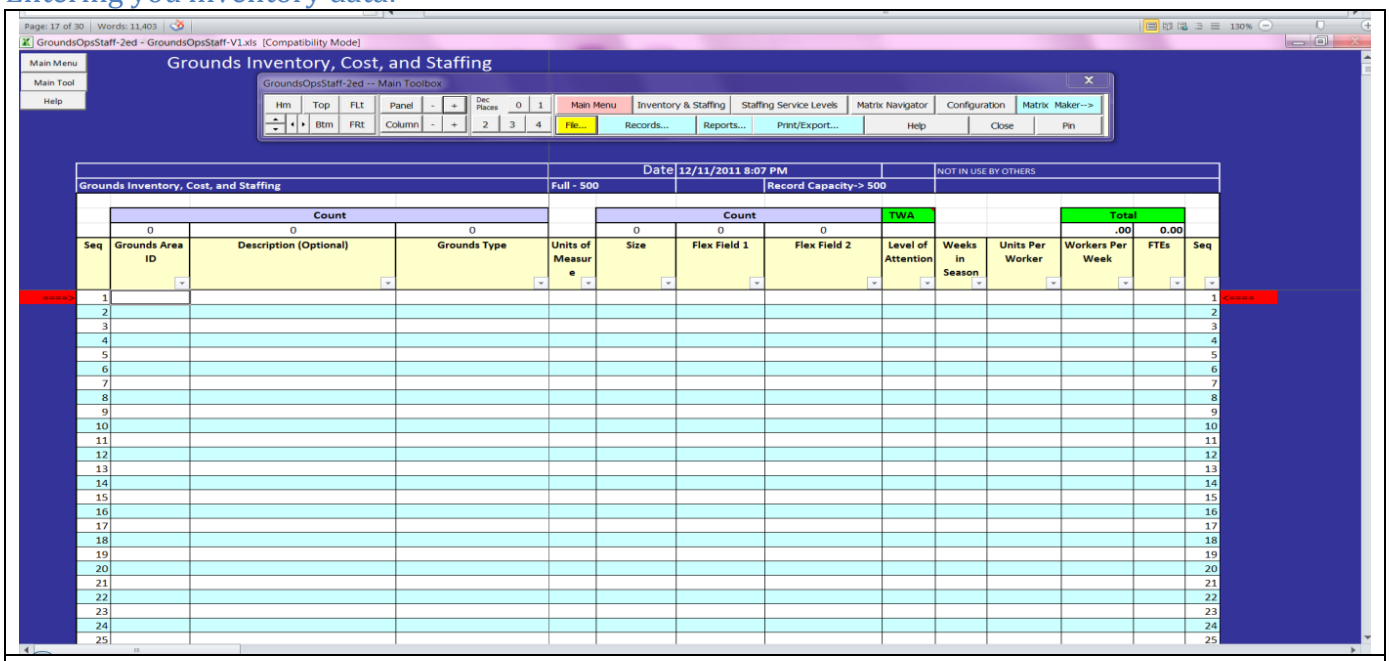
h. ***Fringe Factor*** – this is the number by which you multiply the estimated labor cost to obtain the total labor cost. ***Fringe Factor =[(Direct Labor Cost + Fringe Benefit Cost)/ Direct Labor Cost].*** Example **1.32**.

i. ***Hours Per Year*** – This is typical 2080 for an operation that operates the full year. Is is unsual to change this number and is provided for informational purposes only.

j. ***Supply Factor*** – annual expenditures for supplies expressed as a percent of the total labor cost. ***Supply Factor = [Cost of Supplies/Total Labor Cost].*** Example **0.10**. This is used in the total cost calculation.

k. ***Capital Equipment Budget Factor*** – anual expenditures for equipment expressed as a percent of the total labor cost. ***Capital Equipment Budget Factor = [Cost of Equipment/Total Labor Cost].*** Example **0.05**. This is used in the total cost calculation.

Entering you inventory data:



1. After completing the Configuration form, you will now want to get your grounds area inventory data into ***GroundsOpsStaff-2ed***. If you have a small number of records or do not already have your data in electronic form, you will enter the grounds area inventory data into ***GroundsOpsStaff-2ed Inventory & Macro Staffing*** worksheet in much the same way you would into a regular Excel spreadsheet.
2. From ***Main Menu*** click the ***Inventory & Macro Staffing*** button
3. To get help about the worksheet move the mouse pointer to the headings row until the pointer turns into a hand with a pointing index finger. Click the left mouse button and read the help text in the popup box.

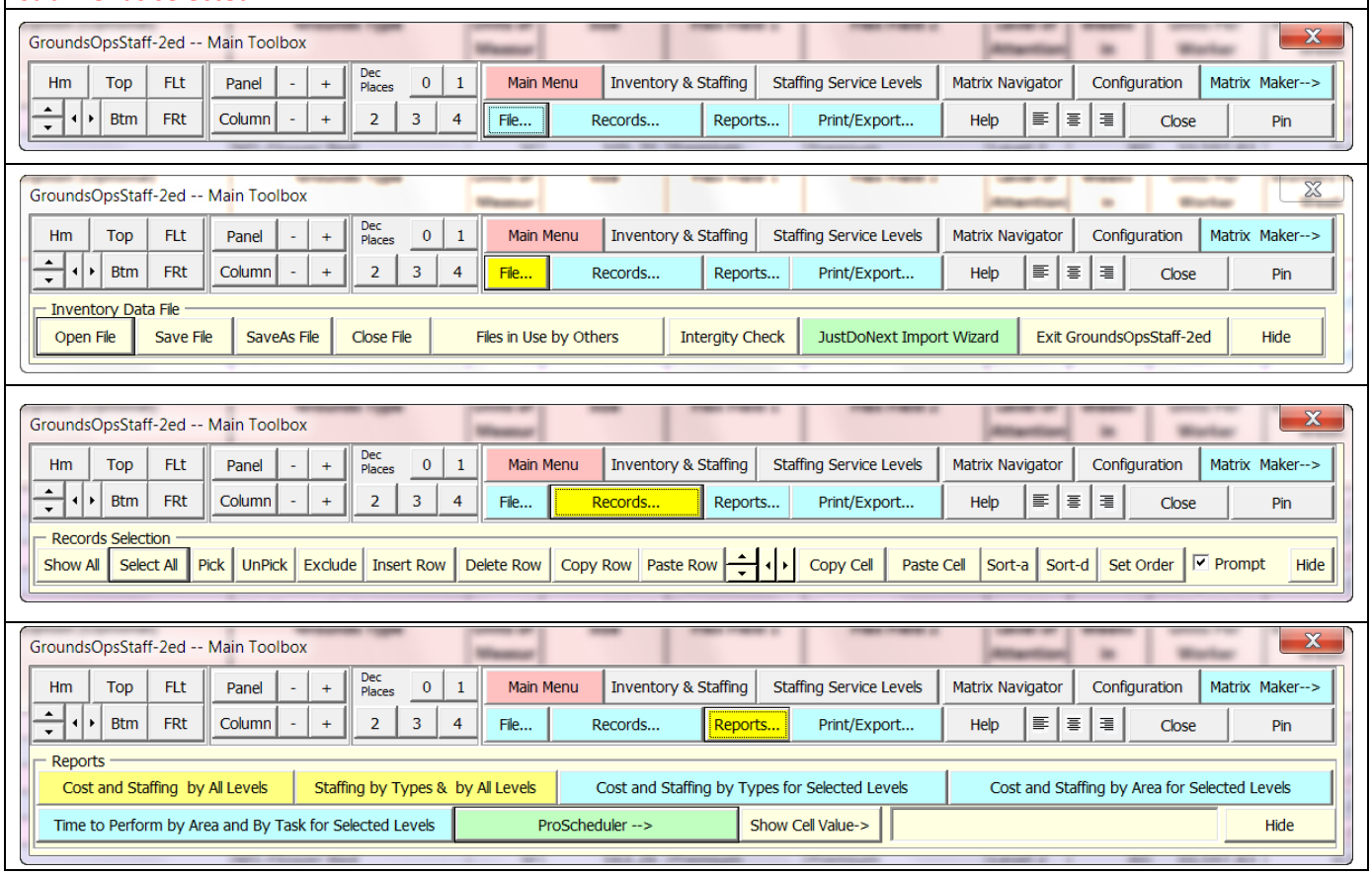
4. Click inside the first blank row under the ***Grounds Area ID*** column and type a ***Grounds Area ID*** (you must pick a unique area ID – it is important that there not any duplicate Ground Area IDs in the inventory worksheet)**.**
5. Press the Tab key to move to the next field and enter data elements (***Description (optional)***
6. Press the Tab key to move to the next field and select the ***Ground Type*** from dropdown list
7. Enter the size ensure you are using the same units that was automatically populated for the Ground Type
8. Enter ***Flex Field 1 (optional)*** and ***Flex Field 2 (optional).***
9. Tab to the ***Level of Attention column*** and select a ***Level of Attention*** from the dropdown list. When you enter the last require data element, ***GroundsOpsStaff-2ed*** computes the vital macro staffing information and summarized it in the summary row (white background row above the data headings).
10. Repeat this process until you are ready to quit entering data

NOTE: If you have a large amount of grounds area inventory data and it is in electronic form, you can purchase the ***JustDoNext Data Import and Conversion Wizard*** upgrade and import and convert your data without typing it into ***GroundsOpsStaff-2ed***.

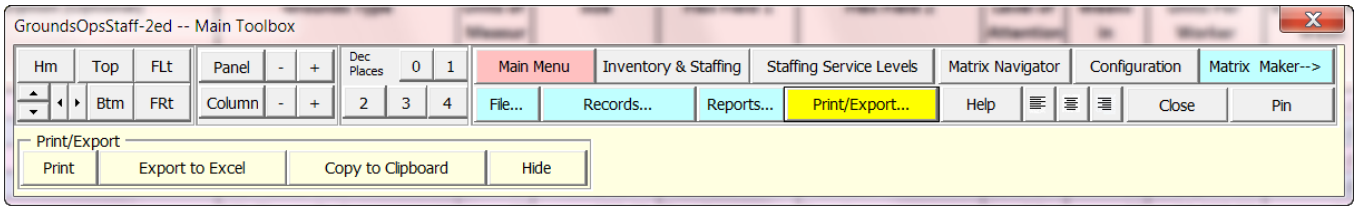
NOTE: See instructions later in this manual for using the ***Records*** command button of the ***Main Toolbox*** and the right-click shortcut menu to copy and paste cells and rows, insert and delete rows, and perform other record editing and selection functions that you would expect to be able to perform in an Excel spreadsheet.

Main Toolbox and Sub Menus:

The ***Main Toolbox*** contains command buttons that execute functions and command buttons that opens ***Sub Menus***. The ***File...***, ***Records...***, ***Reports...***, and ***Print/Export...*** buttons open sub menus to provide access to other features. You should get accustomed to freely moving the ***Main Toolbox*** and other tools around on the screen to the best position that allows you a good view of worksheets and rapid access to commands. Always remember that if you do not see the *Main Toolbox* then Right-Click in the worksheet and select *Main Toolbox* from the dropdown menu. See the screenshots below of the Main Tool as it appears collapsed and expanded with the four sub menus selected.



 When in doubt, click for the nearest Help Button!



The Main Toolbox provide you access to the all the functions of the ***GroundsOpsStaff-2ed*** application. You should move the ***Main Toolbox*** around on the screen as often as you wish in order to have the best view of the current worksheet.

- **Navigation Group**
  - **Hm** - move the cursor to the home cell in the current worksheet.
  - **Top** - move the cursor to the top row in the current worksheet.
  - **Flt** - move the cursor to the far left in the current worksheet.
  - **Btm** - move the cursor to the bottom populated row in the current worksheet.
  - **FRt** - move the cursor to the far right in the current worksheet.
  - **Up/Down Arrow button** - move the cursor to the next or previous row.
  - **Right/Left Arrow button** - move the cursor to the next or previous column.

- **Worksheet Appearance Group**
  - **Panel button** - reset the panel to its default height. The Panel is the blue area at the top of the screen that allows you to place the toolboxes to the top of the screen so you can see the data in the worksheet.
  - **Panel (-) button** - decrease the panel height.
  - **Panel (+) button** - increase the panel height.
  - **Column button** - Autofit selected columns. You should use the 'Column' button to adjust the width of the columns in the current worksheet in order to see the data in the columns.
  - **Column (-) button** - decrease the column(s) height.
  - **Column (+) button** - increase the column(s) height.
  - **Dec Places buttons** - use these five buttons to set the number of decimal places in numbers in the selected cell (s) of the current worksheet. Select the desired cells and then click the desired number of decimal places.

- **Functions Group**
  - **Main Menu button** - go to the Main Menu.
  - **Inventory & Staffing button** - go to the Inventory & Staffing worksheet. Inventory & Staffing worksheet is where you will enter your grounds area inventory data.
  - **Staffing Service Levels button** - go to Staffing Service Levels worksheet. The Staffing Service Levels worksheet lists the six standard grounds types and the custom grounds types you create with grounds type Matrix Maker. It lists the Unit per Worker, and all the maintenance tasks associated with all five levels of attention.
  - **Matrix Navigator button** - launch the matrix navigator tool to quickly go to the 20 matrices.
  - **Configuration button** - launch the Configuration form in order to configure GroundsOpsStaff-2ed to match your local situation. Use the Help button on the Configuration form for more help on Configuration.
  - **Matrix Maker button** - launch the Matrix Maker in order to customize the last 14 grounds type matrices to define your own local grounds types. The six standard APPA guidelines grounds types might not adequately represent the grounds maintenance tasks and times for your local situation. You will use the Matrix Maker to create your own local ground type matrix to accommodate your local situation.

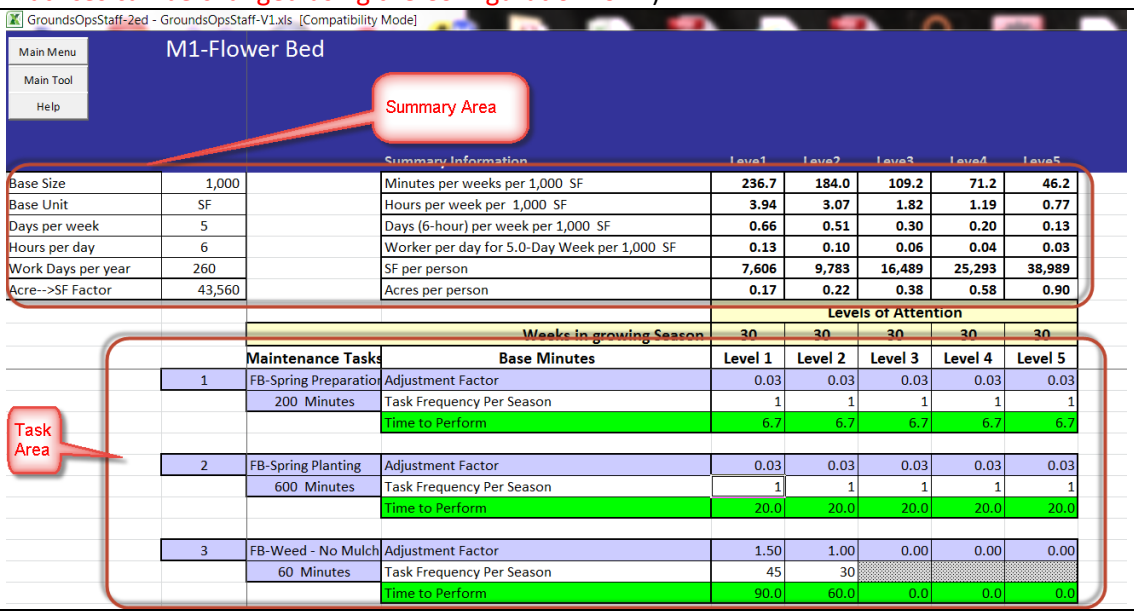
- **File... button** - display the File sub menu in order to ***Open***, ***Save***, ***SaveAs***, or ***Close*** an inventory data file. When you click this button the Main Toolbox will expand to give you access to the file management buttons. These file management button perform the same function that their name implies and work in much the same way as these functions works in Excel. Click the Hide button to hide the file management buttons.
- **Records... button** - display the Records sub menu in order to ***Show All***, ***Select All***, ***Pick***, ***Unpick***, and ***Exclude*** records in the inventory and macro staffing worksheet. The Records sub menu also allows you to ***Insert Row***, ***Delete Row***, ***Copy Row***, ***Paste Row***, ***Copy Cell***, ***Paste Cell***, ***Sort records***, and ***Set a new default sort order*** of the records.
- **Reports... button** - display the Reports sub menu to generate the below listed reports. To generate a report, you first select the records you wish to generate the report for by highlighting cells in a column. Then you click the button for the desired report. The report will be generated and displayed in its own worksheet.
  - **Cost and Staffing by All Levels report** - this is a "what if" report that computes and displays the cost and staffing for the records you select by each level of attention. The Workers per Week, FTE, Direct Labor Cost, Supply Cost, Capital Cost, and Total Cost are the columns of the report. All calculations are based on the local variable contained in the configuration form.
  - **Staffing by Type & by All Levels report** - this is a "what if" report that computes and displays the Workers per Week and FTE by grounds type and by level of attention.
  - **Cost and Staffing by Types for Selected Levels report** - this is a "what is" report that computes and displays the Workers per Week, FTE and cost information by grounds type, based on the levels of attention you selected in the inventory and macro staffing worksheet.
  - **Cost and Staffing by Area for Selected Levels report** - this is a "what is" report that computes and displays the Workers Per Week, FTE and cost information by grounds area based on the levels of attention you selected in the inventory and macro staffing worksheet.
  - **Time to Perform by Area and BY Task Selected Levels report** - this is a report that computes and displays time to perform information for each ground area and maintenance task based on the level of attention you selected in the inventory and macro staffing worksheet. This report will give you a big picture view of the resources needed to perform the grounds maintenance tasks for your grounds inventory. It can be printed on oversized paper and used for such things and scheduling, assigning crew sizes, estimating material, supplies and equipment needs, and for making other judgments.
- **Print/Export... button** - display the ***Print/Export*** sub menu in order to ***Print***, ***Export to Excel***, or ***Copy to Clipboard***. Use this feature to send selected data to the printer, Excel, or the Windows clipboard. This feature behaves differently depending on what worksheet you are in when you use it. While in the inventory and macro staffing worksheet, you will select the records you wish to output and then click the desired output button. While in a report or other areas, you will simply click the desired output button and the entire worksheet will be sent to the selected output destination.
  - **Export to Excel -** Once you send data to Excel, it will be saved to a temporary file in the ***C:\GroundsOpsStaff-2ed Data*** folder under the name ***GroundsOpsExportTempX.xls*** where **X** is a number. The temporary file will be automatically opened, and it will appear in your task bar. You can view it by clicking on it in the task bar or by navigating to it using the ALT-TAB key combination. If you wish to keep the exported file, you should use ***SaveAs*** to save it under a different file name. ***GroundsOpsStaff-2ed*** will delete all temporary export files upon exit and startup. Once you export to an Excel file, you can then open it in Excel and perform all the normal Excel functions on the data. Once you send data to the Windows clipboard, you may navigate to any other open application and paste the data into that application. It is important to note that any file name beginning with "***GroundsOpsExportTemp"*** will be deleted when you start or exit ***GroundsOpsStaff-2ed*** unless the file is open. You should not rely on these temporary files to store information that you want to keep.
  - **Close button** - close the Main Toolbox.

- **Text Left Align button** – Left aligns selected text in the worksheet.
- **Text Center Align button** – Center aligns selected text in the worksheet.
- **Text Right Align button** – Center aligns selected text in the worksheet.
- **Pin button** - pin the Main Toolbox to the current position on the screen so that it returns to this position each time it is launched.

Ground Type Matrices:

There are 20 grounds or landscape matrices in ***GroundsOpsStaff-2ed***. You should review pages 87 (An Explanation of the Matrices), in the ***APPA Operational Guidelines for Grounds Managemen***t book, for an explanation of the matrices. ***GroundsOpsStaff-2ed*** enhanced the matrices somewhat so that you do not need to understand the details of the matrices in order to make use of them or to make your own.

There are six (6) standard APPA grounds type matrices from the APPA guidelines book. These six matrices cannot be changed except for the number of weeks in the growing season (default weeks in growing season for these six matrices can be changed using the Configuration form).



			Summary Information	Level1	Level2	Level3	Level4	Level5
Base Size	1,000		Minutes per weeks per 1,000 SF	236.7	184.0	109.2	71.2	46.2
Base Unit	SF		Hours per week per 1,000 SF	3.94	3.07	1.82	1.19	0.77
Days per week	5		Days (6-hour) per week per 1,000 SF	0.66	0.51	0.30	0.20	0.13
Hours per day	6		Worker per day for 5.0-Day Week per 1,000 SF	0.13	0.10	0.06	0.04	0.03
Work Days per year	260		SF per person	7,606	9,783	16,489	25,293	38,989
Acre-->SF Factor	43,560		Acres per person	0.17	0.22	0.38	0.58	0.90
				Levels of Attention				
			Weeks in growing Season	30	30	30	30	30
		Maintenance Tasks	Base Minutes	Level 1	Level 2	Level 3	Level 4	Level 5
	1	FB-Spring Preparatior	Adjustment Factor	0.03	0.03	0.03	0.03	0.03
		200 Minutes	Task Frequency Per Season	1	1	1	1	1
			Time to Perform	6.7	6.7	6.7	6.7	6.7
	2	FB-Spring Planting	Adjustment Factor	0.03	0.03	0.03	0.03	0.03
		600 Minutes	Task Frequency Per Season	1	1	1	1	1
			Time to Perform	20.0	20.0	20.0	20.0	20.0
	3	FB-Weed - No Mulch	Adjustment Factor	1.50	1.00	0.00	0.00	0.00
		60 Minutes	Task Frequency Per Season	45	30			
			Time to Perform	90.0	60.0	0.0	0.0	0.0

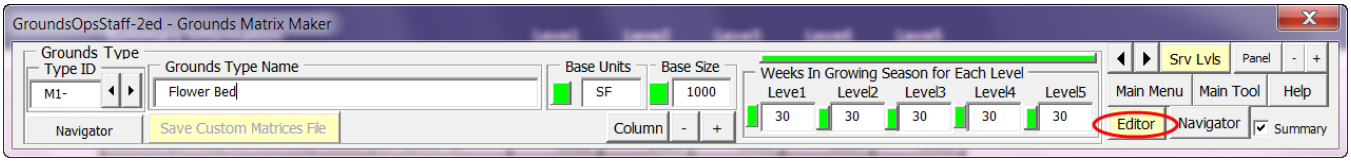
The Grounds Matrices is made up of the ***Summary Area*** and the ***Task Area***. The ***Summary Area*** is the same as the **Total** area at the bottom of the matrices in the ***Guidelines*** book. The ***Task Area*** represents the same information as the task areas in the ***Guidelines*** book; however, it has been reformatted slightly so that you can focus on ***Task Frequency per Season*** instead of ***Adjustment Factor***. The ***Adjustment Factor*** is included in the ***GroundsOpsStaff-2ed*** matrices to be consistent with the ***APPA Guideline*** book, however it is automatically calculated by ***GroundsOpsStaff-2ed*** and you do not need to concern yourself with the ***Adjustment Factor*** unless you just wish to understand it. The ***GroundsOpsStaff-2ed*** numbers for the six standard matrices are sometime slightly different from those in the ***Guideline*** book due to rounding.

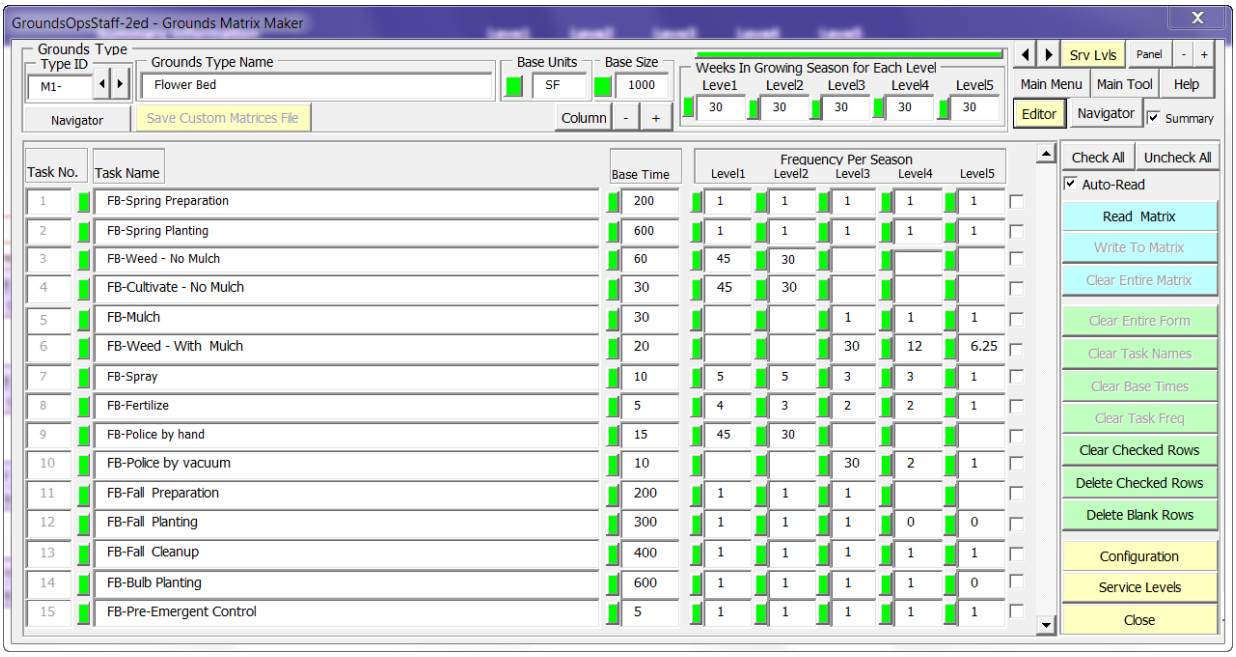
Ground Matrix Maker:

The Grounds Type Matrix Maker provides you the ability to define your own local grounds or landscape matrices. You should review pages 87 (An Explanation of the Matrices), in the ***APPA Operational Guidelines for Grounds Management*** book, for an explanation of the matrices. ***GroundsOpsStaff-2ed*** enhanced the matrices somewhat so that you do not need to understand the details of the matrices in order to make your own. There are six (6) standard APPA grounds type matrices from the APPA guidelines book. These six matrices cannot be changed except for the number of weeks in the growing season and this change can only be done in the Configuration form. You will use the Matrix Maker to edit the last 14 matrices to suit your local needs. When making your own matrices it is strongly recommend that you adhere to the principles and concepts contained in the ***Guideline*** book regarding definition of levels of attention. As you enter the tasks and frequencies for your

own local matrices, you should do so, consistent with the concept of levels of attention as defined in the ***Guideline*** book. This concept proscribes that ***Level 1*** will provide a level of attention that will be higher than ***Level 2***, which will be higher than ***Level 3***, which will be higher than ***Level 4***, which will be higher than ***Level 5***. Additionally, the higher the level of attention the more time and more staffing is required. Failure to adhere to this concept when making your own matrices might lead to confusion in the use of the results.

It should also be noted that once you begin using your own matrices, you can no longer claim that your results are based solely on APPA standards. However, if you adhere to the ***Guideline*** book concepts and definitions, you can justifiably claim that your results are based on APPA and industry generally accepted guidelines and concept with local customization. In the interest of full disclosure and transparency, when using your results to support official request for resources, or other official purposes it is highly recommended that you footnote your results to reveal that some customization has been done with the tasks and time to meet your local situation.





Follow the below steps to make your own grounds type matrices.

1. Click ***Matrix Maker*** button in the ***Main Tool***
2. Use the ***Right/Left Arrow*** button or the ***Navigator*** button to select the desired empty matrix (M7 through M20).
3. Click the yellow ***Editor*** button to open the matrix editor. Think of the Editor as a scratch pad that does not have any effect until you '***Write to Matrix***'.
4. Enter the ***Grounds Type Name***. Choose a unique name that is not already assigned to a matrix.
5. Enter the ***Base Units*** or click the green button to the right of the input box to select from a dropdown list.
6. Enter the ***Base Size*** or click the green button to the right of the input box to select from a dropdown list.
7. Enter ***Weeks in Growing Season*** for each Level of attention or click the green button to the left of the input box to select from a dropdown list. You can click the long green button above the input boxes to select the same number of weeks for all level (MOST OF THE TIME YOU WILL SELECT THE SAME NUMBER

OF WEEKS PER SEASON FOR ALL LEVELS).

8. Enter a maintenance task for each task number you wish to define (up to 15 tasks). Use the keywords "Winter", "Spring", "Summer" or "Fall" in the maintenance task name if you want the ***GroundsOpsStaff-2ed-ProScheduler*** to automatically schedule the task in the appropriate season. You can also click the green button to the right of the task number to select a task from the built-in task list.
9. Enter the ***Base Time*** for the task or click the green button to the right of the input box to select from a dropdown list. The ***Base Time*** will be automatically filled in when you select the task from the built-in task list.
10. Enter the ***Frequency per Season*** for the task for each level or click the green button to the right of the input box to select from a dropdown list. You are NOT required to enter a number for all levels.
11. Repeat steps 7-9 for any many tasks as you wish up to 15.
12. Click the ***Write To Matrix*** button to write the newly made matrix to memory.
13. You may save the 14 custom matrices in a ***Custom Matrices File*** by clicking the ***Save Custom Matrices File*** button to be loaded later.

NOTE: Each time you save a Grounds Inventory data File, the Grounds Inventory data File will not only contain the ground areas inventory data, it will also contain a copy of the 14 custom grounds type matrices, and it will contain a copy of the local variables from the configuration form that is currently in memory.

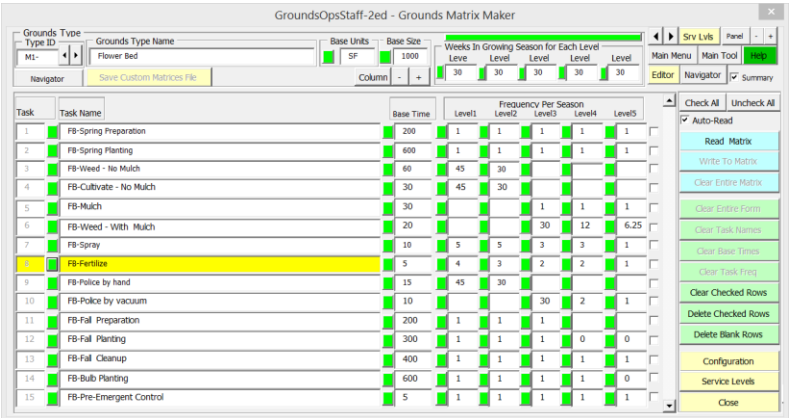
Matrix Maker Buttons and Boxes

- **Type ID** textbox - indicates the current grounds type matrix worksheet.
- **Right/Left Arrow** button - move to next and previous grounds type matrix.
- **Grounds Type Name** textbox - input box for you to assign a name to your custom grounds type.
- **Base Size** textbox - input box for you to enter the base size for the grounds type. For example, you may know how much time it takes to perform certain tasks for 1,000 SF of a special flowerbed. Then you would enter 1,000 for the base size and enter the base times it takes to perform tasks for a 1,000 SF special flowerbed.
- **Week in Growing Season for Each Level** input boxes - input box for you to enter the number of week in the growing season for each level of attention (MOST OF THE TIME YOU WILL SELECT THE SAME NUMBER OF WEEKS PER SEASON FOR ALL LEVELS).
- **Srv Lvls** button - click this button to go to the service level worksheet to review the custom matrix in a single line format.
- **Panel** button - reset the panel to its default height. The panel is the blue area at the top of the screen available for positioning the toolboxes.
- **Panel (-)** button - decrease panel height.
- **Panel (+)** button - increase panel height.
- **Main Menu** button - go to Main Menu.
- **Main Tool** button - show or hide the Main Toolbox.
- **Help button** - open this help text.
- **Navigator** button - show or hide the matrices navigator tool.
- **Summary** checkbox - show or hide the summary information in the matrix worksheet.
- **Save Custom Matrices File** button - use this button to save your custom grounds type matrices to a disk file that can be loaded later. The Custom Matrices files can also be designated by the Configuration be the default matrices.
- **Task No.** textbox -indicate the task number in the matrix editor.
- **Task Name** textbox - input box for you to enter the maintenance task name you want to perform in the grounds type. Use the keywords "Winter", "Spring", "Summer" or "Fall" in the maintenance task name if you want the ***GroundsOpsStaff-2ed-ProScheduler*** to automatically schedule the task in the appropriate season.
- **Base Time** textbox - input box for you to enter the base time that it takes to perform the task for the custom grounds type for the base size.

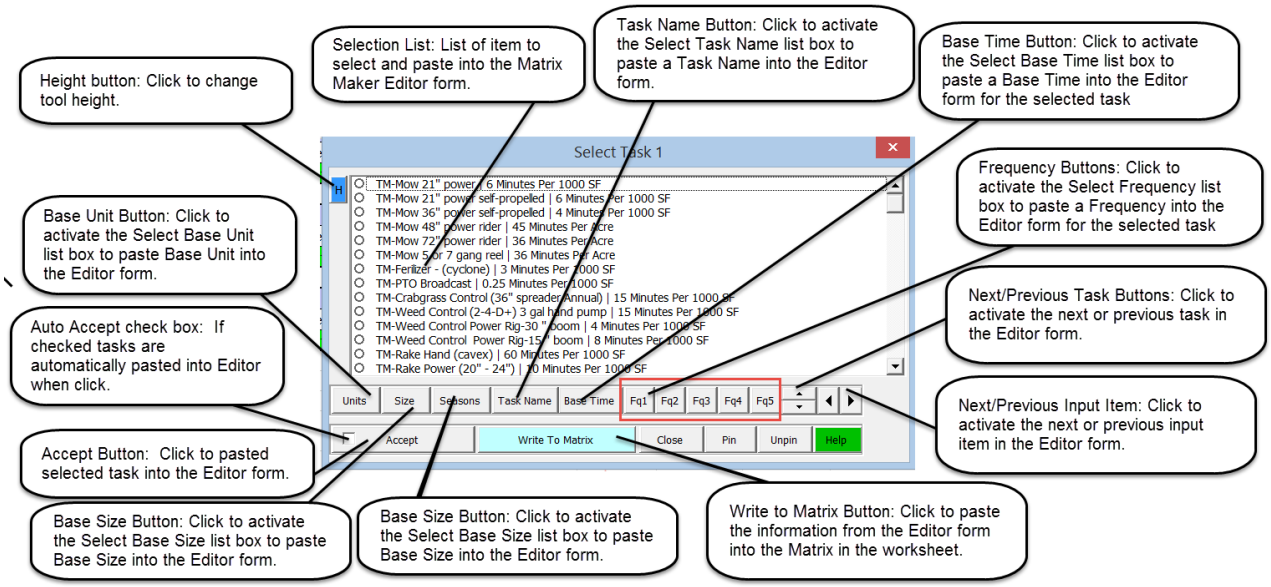
- **Frequency per Season** textboxes - input boxes for you to enter the number of times you want the task to be performed per season.
- **Task** checkboxes - these checkboxes are located to the right of the Level 5 Frequency per Season textboxes. These checkboxes are used to select tasks to perform certain actions on the tasks such as Clear Task Frequency, Clear Checked Rows, Delete Checked Rows.
- **Check all** button - check all the task checkboxes to select all tasks to perform action on the tasks.
- **Uncheck all** button - un-check all the task checkboxes.
- **Auto-Read** checkbox - check this checkbox to, automatically read, the matrix into the editor as you move from matrix to matrix. Uncheck this checkbox to be able to move from matrix to matrix without automatically reading the matrices into the editor.
- **Read Matrix** button - read the current matrix into the matrix editor.
- **Write To Matrix** button - write the content of the Matrix Editor to the matrix worksheet.
- **Clear Entire Matrix** button - clear all content from the current matrix without affecting the matrix maker.
- **Clear Entire Form** button - clear all content from the Matrix Maker without affecting the matrix worksheet.
- **Clear Task Names** button - clear Task Names from the Matrix Maker without affecting the matrix worksheet.
- **Clear Base Times** button - clear Base Times from the Matrix Maker without affecting the matrix worksheet.
- **Clear Task Freq** button - clear Task Frequencies from the Matrix Maker without affecting the matrix worksheet.
- **Clear Checked** Rows - clear content from the task where the task checkbox is checked.
- **Delete Blank** Rows - delete all blank rows in the editor.
- **Configuration** button - show or hide the Configuration form.
- **Service Levels** button - go to the service levels worksheet.
- **Close** button - close this Matrix Maker.

Enhanced Matrix Maker (added 2-28-2015)

The matrix maker has been enhanced to make it easier to create custom matrices for your locally defined grounds area. The ***Matrix Maker Form*** and the ***Matrix Maker Value Selector,*** as shown in the below screenshots, are now more integrated allowing you the choice of using the small green value selection buttons in the ***Matrix Maker Editor Form*** or you can do all of the form navigation and value selection directly in the ***Matrix Maker Value Selector*** except when you want to type into the ***Matrix Maker Editor Form.*** If you are new to using the Matrix Maker, you can search for '***Ground Type Matrices***' and '***Grounds Matrix Maker***' in the user manual and you can click the '***Help***' button in the ***Matrix Maker Value Selector*** to learn to use both tools.



Matrix Maker Editor Form



Matrix Maker Value Selector

Follow the below steps to make your own grounds type matrices using primarily the Matrix Maker Value Selector.

1. Click ***Matrix Maker*** button in the ***Main Tool*** (far right in the tool)
2. Use the ***Right/Left Arrow*** button or the ***Navigator*** button to select the desired customizable matrix (M7 through M20).
3. Click the yellow ***Editor*** button to open the matrix editor. Think of the Editor as a scratch pad or a blank form that does not have any effect until you click '***Write to Matrix'.***
4. Enter the ***Grounds Type Name***. Choose a unique name that is not already assigned to a matrix.
5. Click the green button to the left of the '***Base Units***' input box to launch the ***Matrix Maker Value Selector.***
6. In the ***Matrix Maker Value Selector,*** click on one of the units in the list and click the '***Accept'*** button.
7. In the ***Matrix Maker Value Selector,*** click either the '***Size***' button **or** click the ***'Right Arrow'*** to make the '***Base Size'*** the active input box. Click a selection from the list and click the '***Accept'*** the button.
8. In the ***Matrix Maker Value Selector,*** click either the '***Seasons***' button **or** click the ***'Right Arrow'*** to make the '***Weeks in Growing Season***' boxes active. Click a selection from the list and click the '***Accept'*** the button.
9. In the ***Matrix Maker Value Selector,*** click either the '***Task Name'*** button **or** click the ***'Right Arrow'*** to make the first '***Task Name***' boxes active. Click a selection from the list and click the '***Accept'*** the button.
10. In the ***Matrix Maker Value Selector,*** click either the '***Base Time'*** button **or** click the ***'Right Arrow'*** make the first '***Base Time***' boxes active. Click a selection from the list and click the '***Accept'*** the button.
11. In the ***Matrix Maker Value Selector,*** click either the '***Fq1'*** button **or** click the ***'Right Arrow'*** to make the first '***Base Time***' boxes active. Click a selection from the list and click the '***Accept'*** the button. (Repeat this step for Fq1 through Fq5 for each level where this task is to be performed. If the task is not to be performed for a level, then simply click the '***Right Arrow'*** button to skip it.
12. In the ***Matrix Maker Value Selector,*** click either the '***Down Arrow'*** button start defining the next task for you custom matrix.
13. REPEAT STEPS 9 THROUGH 12 FOR AS MANY TASKS AS YOU WISH TO ADD TO YOUR CUSTOM

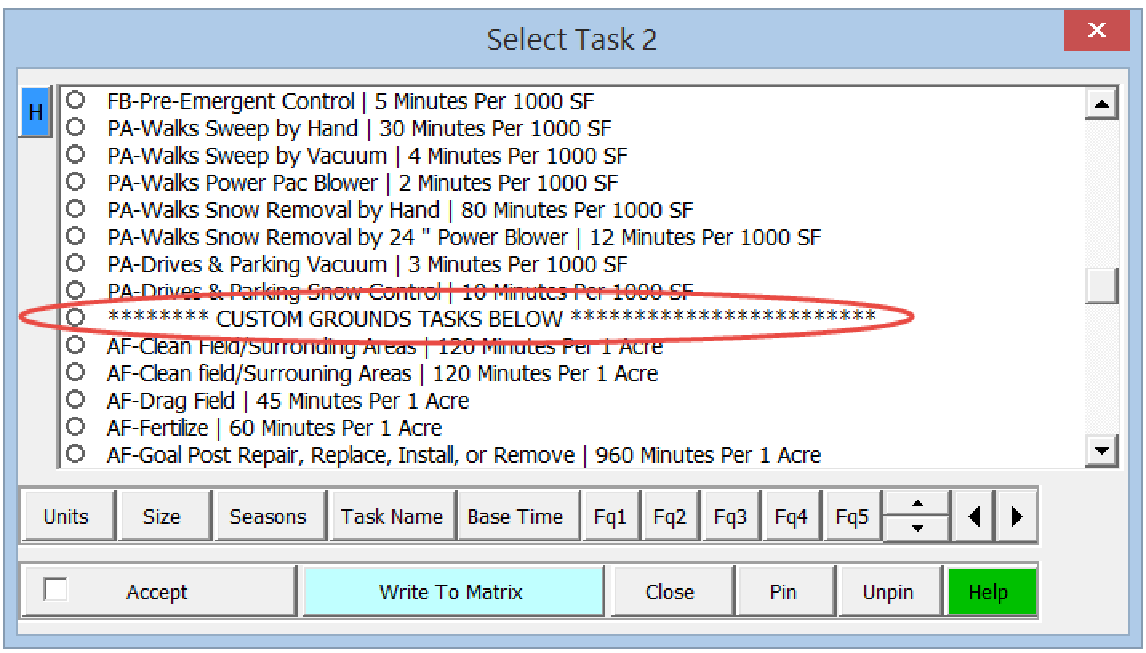
MATRIX UP TO 15.

14. In the ***Matrix Maker Editor Form***, click the '***Write to Matrix'*** button to paste the infromation from the ***Matrix Maker Editor Form*** to the matrix in the worksheet.

Adding Your Custom Tasks to The Matrix Maker Value Selector List (added 2-28-2015)

Prior to a March 2015 Main Program release date, you would have to type your custom tasks each time you wanted to add them to one of your custom matrices. You now only have to type your custom task once and it get added to the ***Matrix Maker Value Selector*** selection list when you click the '***Write to Matrix***' button. Additionally, when you open a file containing custom tasks, the custom tasks are added to the ***Matrix Maker Value Selector*** selection list. This greatly improves your efficiency in creating custom matrices and reduce the likelihood of typographical errors.

The custom tasks are added to the bottom of the ***Matrix Maker Value Selector*** selection list in alphabetical order after the 63 tasks that comes with the software. You will know where the custom tasks start in the list because they follow the entry '******** **CUSTOM GROUNDS TASKS BELOW *****************'** which is inserted between the out-of-box task and custom tasks (See the below screenshot).

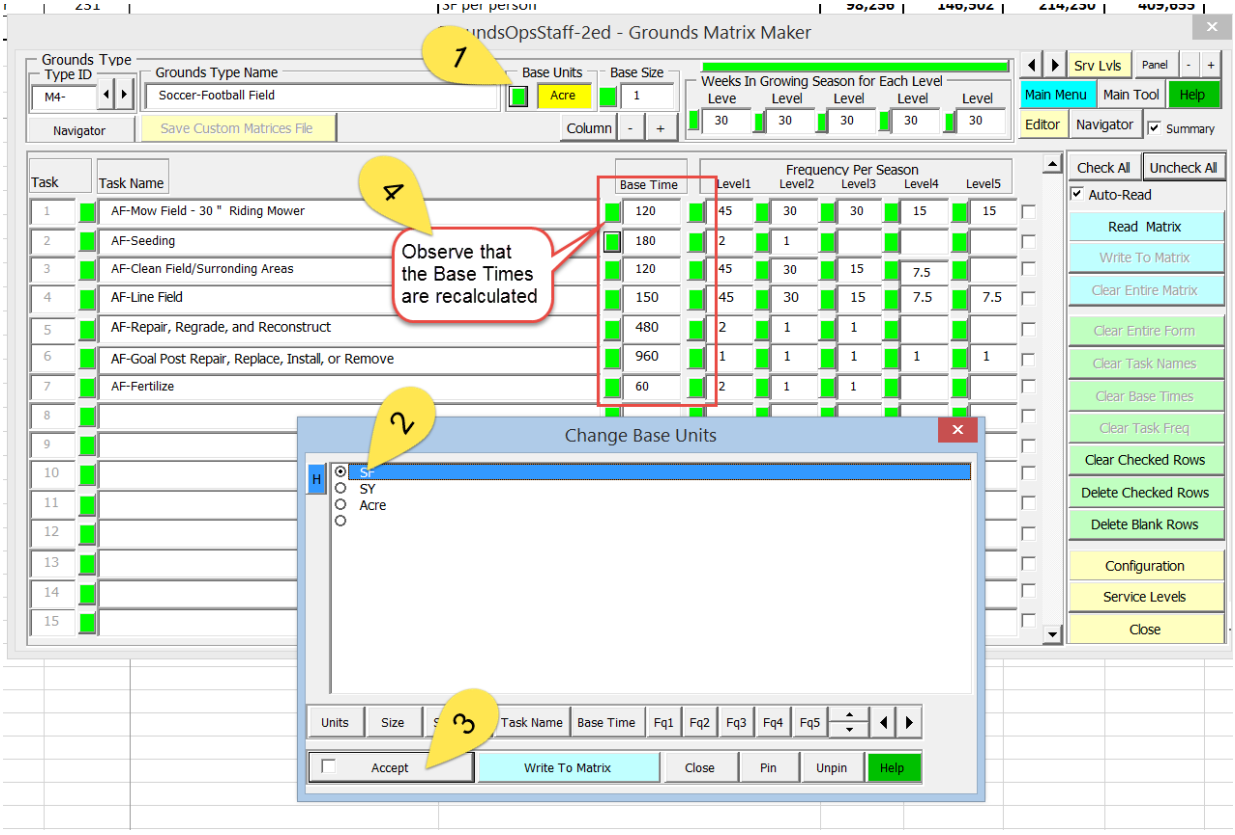


Enhanced Flexibility for Base Units (added 3-2-2015)

Prior to a March 2015 Main Program release date, once you selected Base Units and entered at least one task name, you were restricted from changing the Base Units unless you cleared the task names from the Editor form and started over. With the March release, you can now change units within the current unit type (unit types are 'Area' and 'Length'). The base times will be automatically recalculated for the existing tasks in already in the Editor form based on the new Base Units you change to. This is useful when you have estimating data from different sources that may be using different units. For example your local custom matrix might be using square feet (SF) for area but you have an estimating source might be using square yards (SY) or Acres. You can temporarily change the base units to match the units being used by the

estimating source to enter the base time from the estimating source. You can then switch the Base Units back to your preferred value.

To get familiar with this new flexibility, try the mouse clicks shown in the below screenshot.

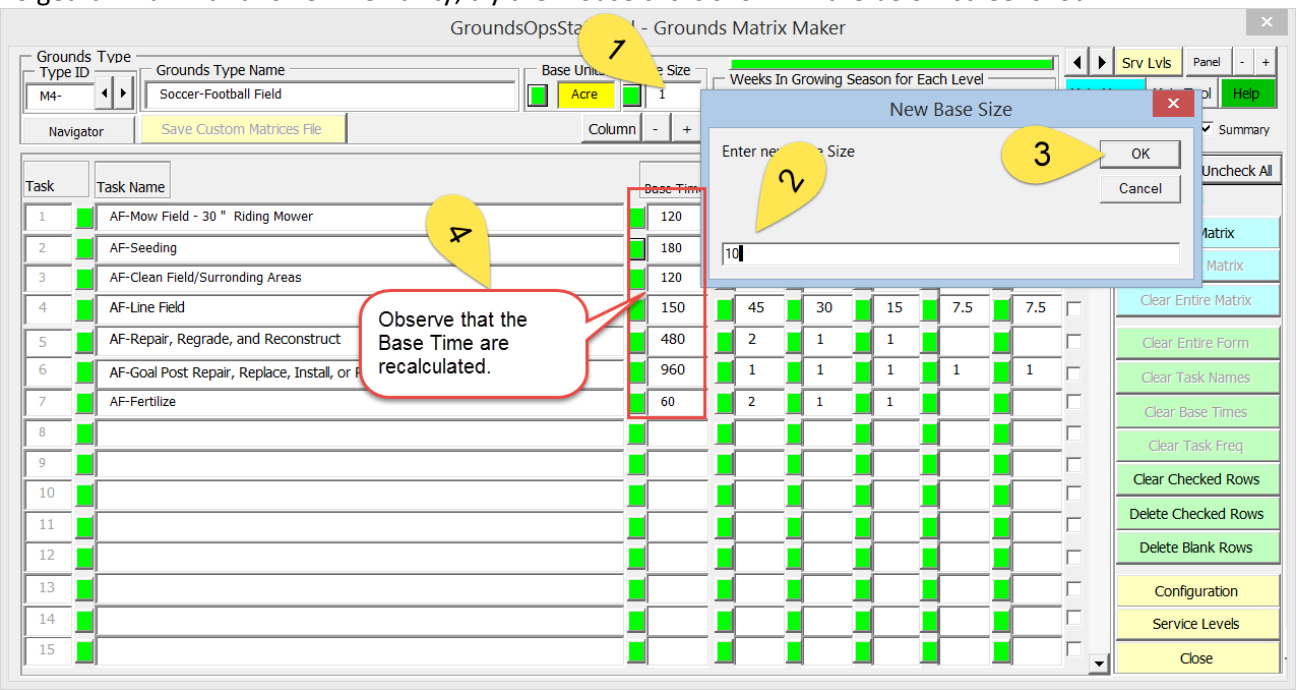


 When in doubt, click for the nearest Help Button!

Enhanced Flexibility for Base Size (added 3-2-2015)

Prior to a March 2015 Main Program release date, once you selected Base Size and entered at least one task name, you were restricted from changing the Base Size unless you click 'Yes' in response to a prompt. With the March release, you can now change Base Size without the prompt. The base times will be automatically recalculated for the existing tasks in already in the Editor form based on the new Base Size you change to. This is useful when you have estimating data from different sources that may be using base size. For example your local custom matrix might be using time per 1000 SF, a but you have a estimating source might be using time per 10,000 SF. You can temporarily change the Base Size to match the Base Size being used by the estimating. You can then switch the Base Units back to your preferred value.

To get familiar with this new flexibility, try the mouse clicks shown in the below screenshot.



Backing up Your grounds area inventory Files:

As with all your important files, you should make you have a file backup procedure that ensures you have backup copies of all your important data GroundsOpsStaff-2ed files contained in the ***GroundsOpsStaff-2ed Data*** folder and any other place you store data files. If is not necessary for you to back up the program files in the ***GroundsOpsStaff-2ed Program Files*** folder since you can always use the ***Get Latest Release*** button in the Program manager to get them again. You should ***NOT*** use GroundsOpsStaff-2ed files management buttons to manage your backup procedure. You should use the Windows File Explorer to copy the important data file to a different physical drive. These are the files that you should ensure you have backup copies of:

- Files that you create ending in ***"– HEGS-Data.xls"*** (your data files). There is no need to back up the exercise/practice ***"– HEGS-Data.xls"*** data files since you can use the ***Get Latest Release*** button to get them again if you need to.
- Files that you create ending in ***"-HEGS-Loc.xls" (***your custom grounds type matrices files***)***
- Files that you create ending in ***"-HEGS-Var.ini" (***your configuration Variable files***)***
- ***GroundsOpsStaff-2ed-HEGS-Vars.ini*** (the default start-up configuration file that determines the default configuration that is load upon startup and after a file ***Close*** operation.

PROTECTING YOUR WORK IN PROGRESS:

- GroundsOpsStaff-2ed does not have an undo function and it does not have an auto-save function. Before you begin extensive data input or data modification work on a GroundsOpsStaff-2ed data file or any file for that matter, it is recommended that use the Windows File Explorer to make a copy of the file to another physical drive.
- After about 30 minute of work (or how ever amount of time you are comfortable with in the event of an unusual event such as a power failure that might cause you to lose data),
    - save the file using the GroundsOpsStaff-2ed file management button,
    - and then using the Windows File Explorer, copy it to a another physical drive under a name not already on the backup drive and append a date and maybe time to the file name
    - Repeat this process at whatever interval you become comfortable with

Setting Up File Sharing in Network Shared Folder (*NetEnabled with ShareAware*):

- ***GroundsOpsStaff-2ed*** is a single user application designed to run on the "C" drive of a desktop or laptop computer and some Windows based tablets. However, it can load and save files using any drive your computer has access to including local area network drives.

- While the ***Old GroundsOpsStaff*** can open and save files on any drive including shared drives, it is not network enabled and therefore users cannot share files without the risk of file conflicts such as overwriting each other's work or file open failure when attempting to open files at the same time as other users.

- ***GroundsOpsStaff-2ed*** is ***NetEnabled*** with ***ShareAware*** which allows ***GroundsOpsStaff-2ed*** users to share inventory and schedule files on a shared drive while always being aware of which files in the shared folder are being used by others.

- The following example is used to assist you in operating ***GroundsOpsStaff-2ed*** in a shared network mode. Assume that you, ***Mary Wilson***, and ***Jack Jones*** are ***GroundsOpsStaff-2ed*** users and you want to share the same inventory and schedule files. Follow the below steps.

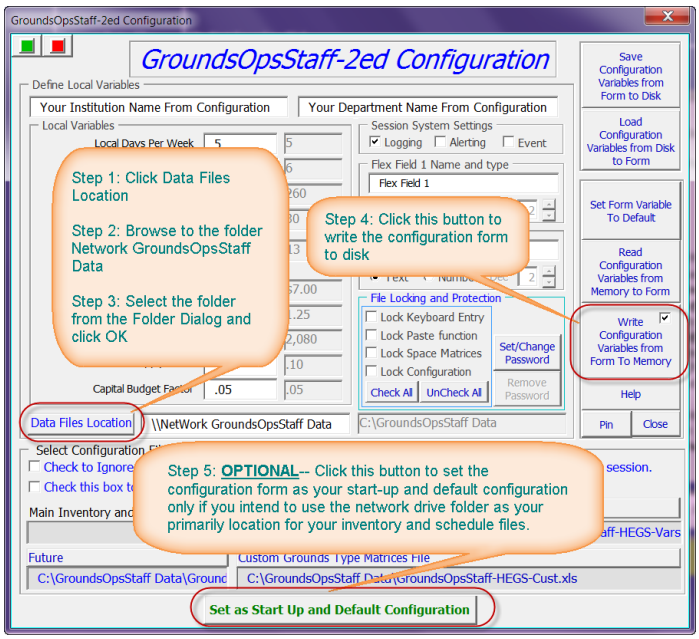
- Create a folder on a shared network drive and give each user "read/write" permissions to the folder (in this example we will name the folder ***Network GroundsOpsStaff Data***).

- Using the steps described in the screen shot to the right, change the Data Files Location to the shared network folder. You can make shared network folder you default Data File Location just for the current session or you can make it your start-up default location so that you do not have to set it each time you start up ***GroundsOpsStaff-2ed***.

- Write the configuration to memory

- **OPTIONAL** -- Set the configuration as the Start-up and Default Configuration if you want the shared drive folder as the default for future sessions

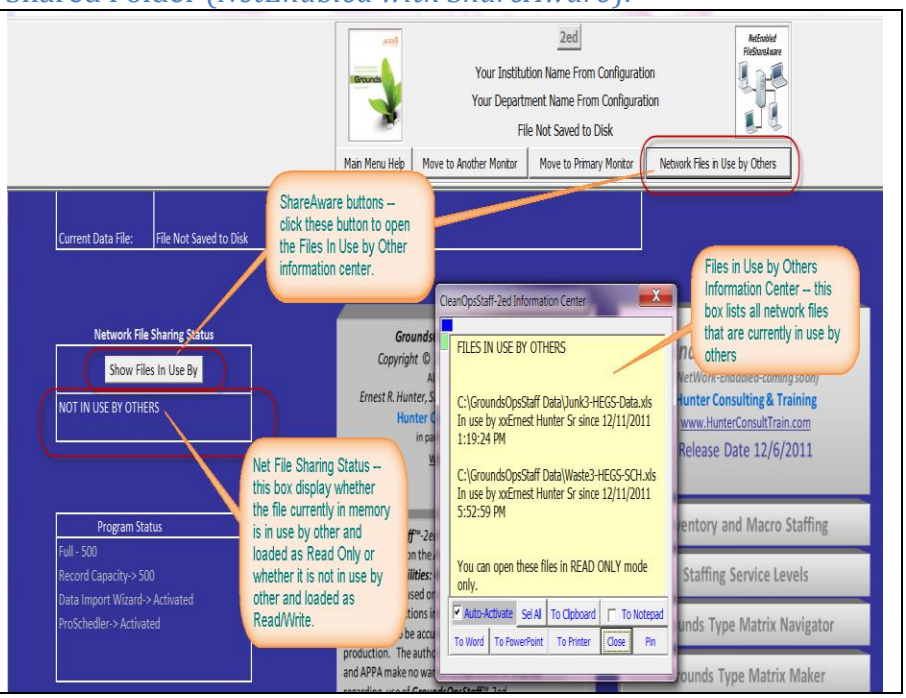
- There is no need to change the ***Configuration Variable File*** location from the "C" drive as it is not share enabled.



- If your work group want to use identical ***Configuration Variable Files,*** then someone should create these files using the instruction in the Help file and save them to the shared drive. However, users **SHOULD NOT** change the location for these file to the network shared folder. Instead, each user should make a copy of the files to their own ***GroundsOpsStaff-2ed Data*** folder and follow the below instructions.
  - For this example we will assume that someone created the three files, gave then the below names and copied them to the shared drive ***Network GroundsOpsStaff Data*** folder.
    - Master Local Variables-HECS-Vars.ini
    - Master Local Categories-HECS-Loc.xls
    - Master Custom Standard Space Categories-HECS-Cust.xls
  - You will use the Windows File Explorer to copy these three files from the shared drive to you own ***GroundsOpsStaff-2ed Data***

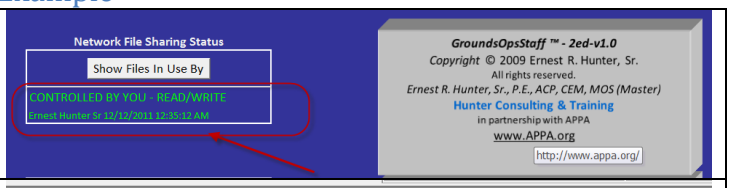
Sharing Inventory Files in Network Shared Folder (*NetEnabled with ShareAware*):

- The screenshot to the right show the main components of the ***NetEnabled/ShareAware*** feature.
- ***File In Memory Share Status box*** **–** let you know if you opened the file with full read/write control of if you opened in read only mode
- ***Show Files In Use By Other*** button **(*ShareAware*** button**) –** click to see who is using files in the shared folder
- ***ShareAware Information*** box **–** shows a list of others who have opened files and the time they opened them.

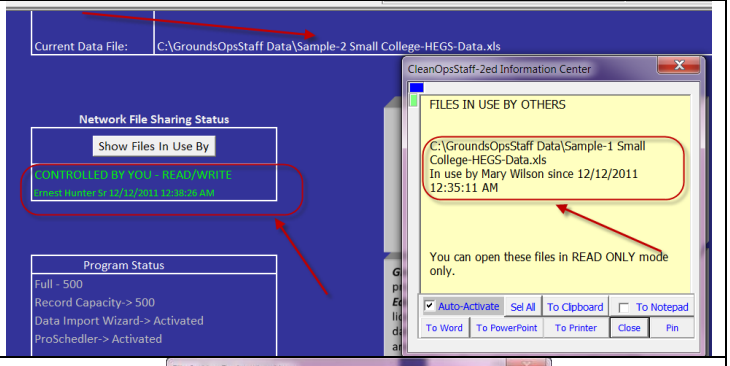


Network Inventory File Sharing Instructions by Example

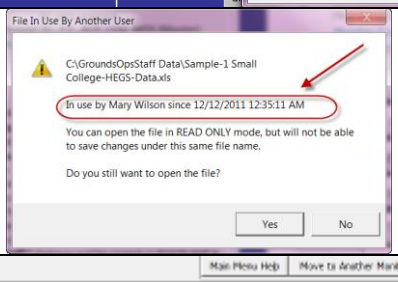
- The user has an inventory file in memory and was to first to open it, so the user has full control of the file in read/write mode.



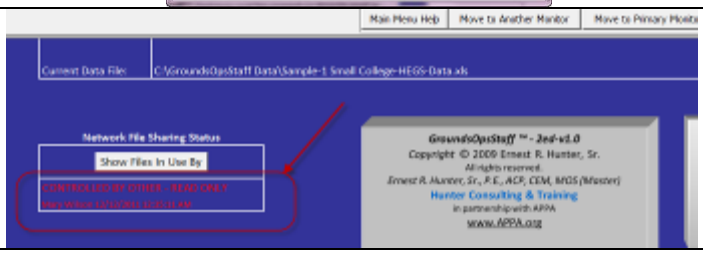
- The user has the Sample-2 inventory file in memory and was to first to open it, so the user has full control of the file in read/write mode.
- Mary Wilson has opened the Sample-1 inventory file. So the user would be prevented from changing the Sample-1 file.



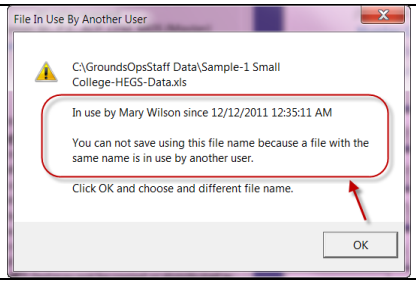
- The user attempting to open the Sample-1 file that has already been opened by Mary Wilson
- The user can open the file in read only mode



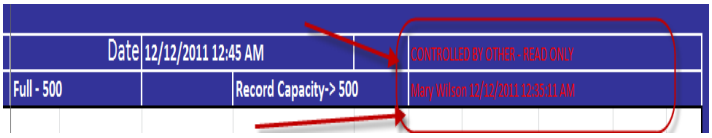
- The user opened the Sample-1 file in read only mode because it is already open and in use by Mary Wilson



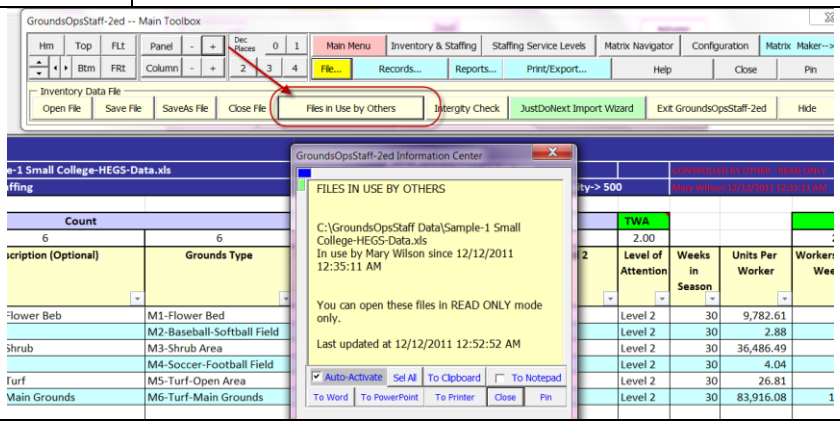
- The user attempt to save the file in memory as Sample-1 but is prevented from doing so because the file is open and in use by Mary Wilson



- The Network File Status information is also shown in the upper right corner of the Inventory worksheet

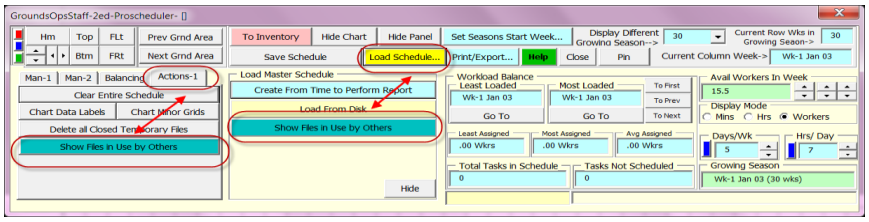


- There is also ***Show Files In Use By Other*** button on the ***Main Toolbox*** so you can be aware of shared files use status while in the inventory worksheet



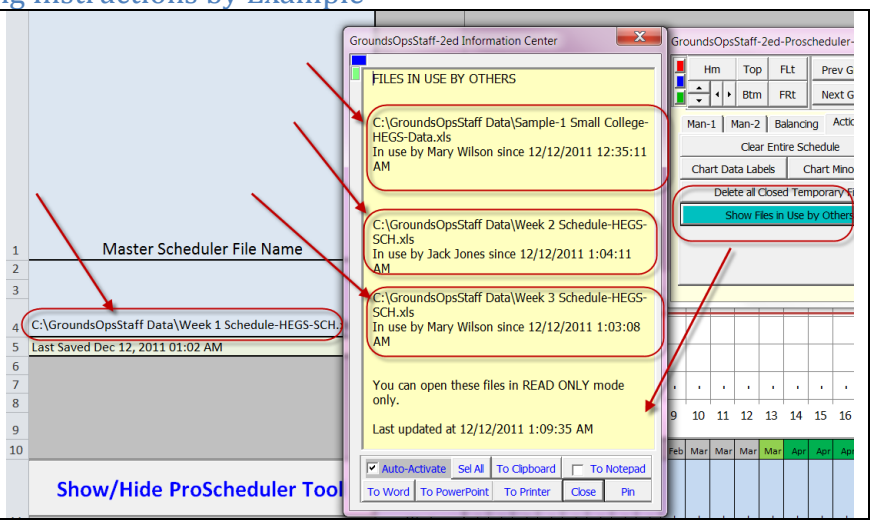
Sharing Schedule Package Files in Network Shared Folder (*NetEnabled with ShareAware*):

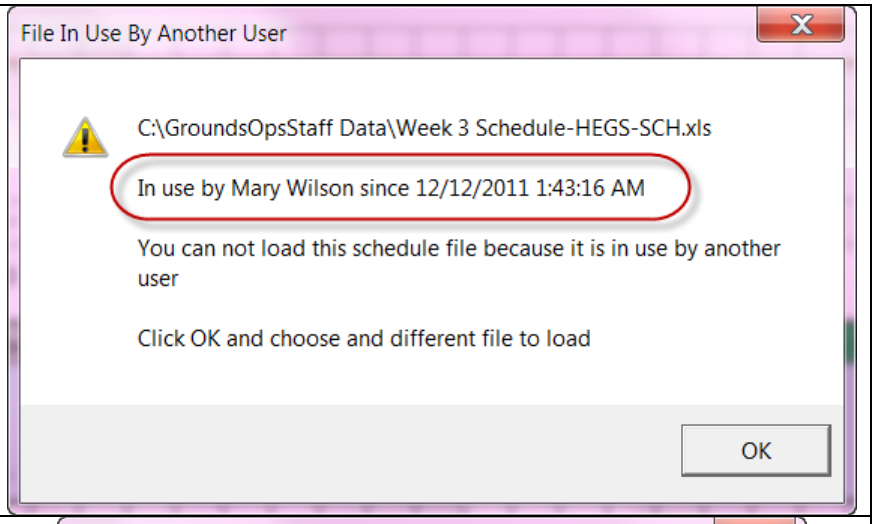
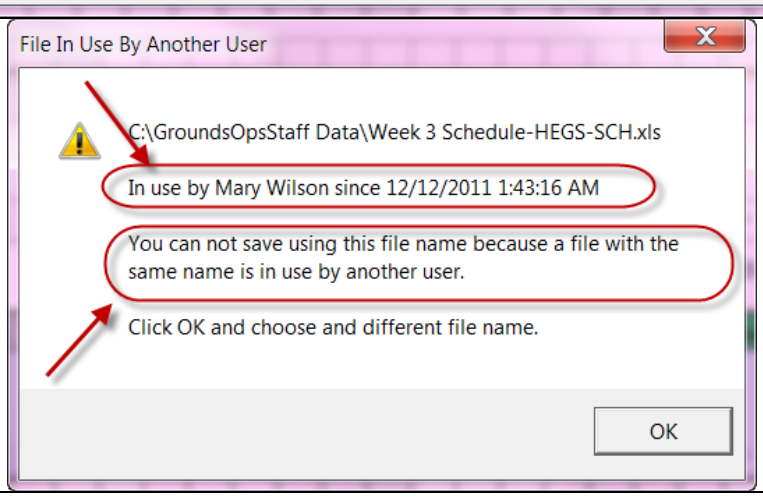
- Since you can share schedule files, the ProScheduler has two ***Files in Use by Others*** buttons
- You can use these button before you attempt to load or save a schedule file on disk
- If someone else is using a schedule file, you will not be able to load it



Network Schedule Package File Sharing Instructions by Example

- The user has loaded Week-1 schedule file
- Jack Jones has opened Week-2 schedule file
- Mary Wilson has opened Week-3 schedule file and the Sample-1 inventory file

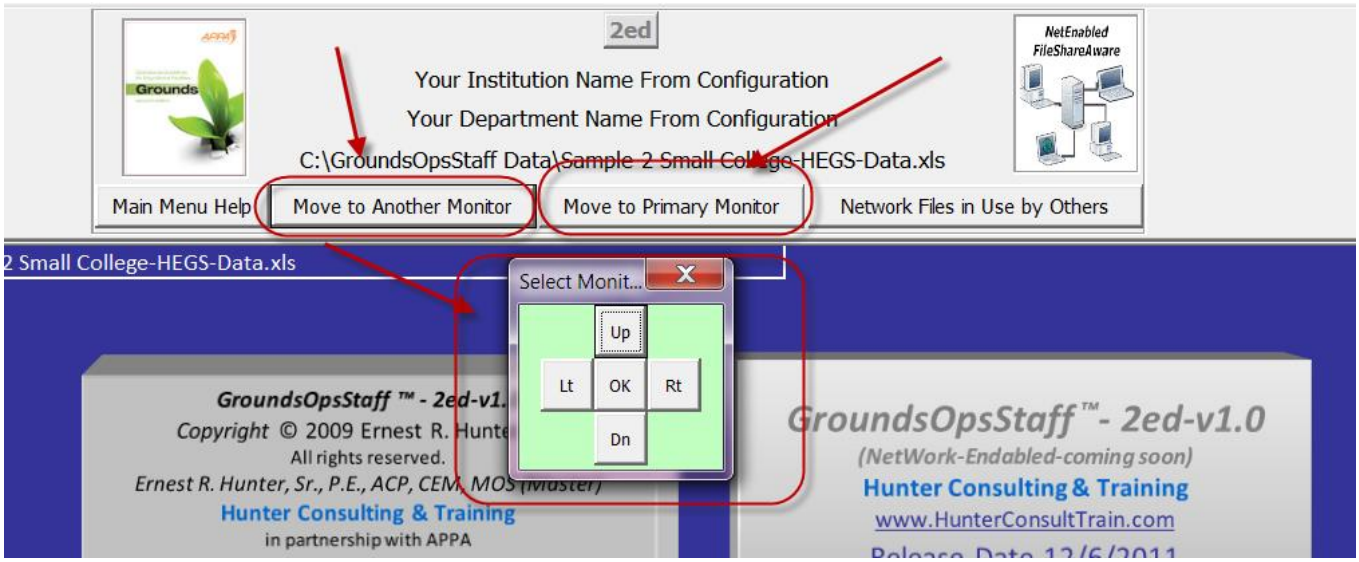


○ The user attempted to load Week-3 schedule file and is prevented from doing so because it is in use by Mary Wilson	
○ The user attempted to save a schedule file with the name Week-3 and is prevented from doing so because it is in use by Mary Wilson	

Using GroundsOpsStaff-2ed with Multiple Monitors (*MultiMonitor Enabled*)

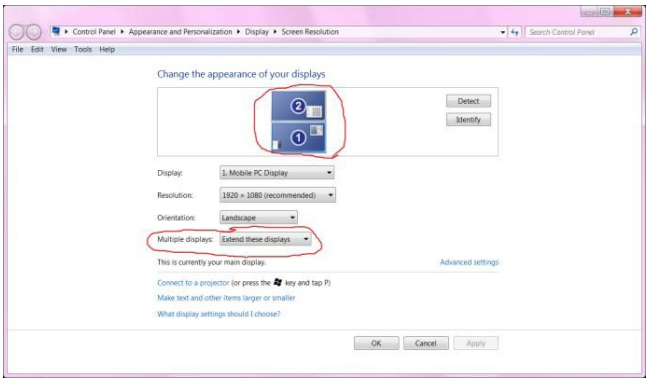
- To protect the integrity of the user interface and worksheet layout, GroundsOpsStaff-***2ed*** is designed to always run in a maximized window and cannot be dragged to different positions on the screen or to different monitor connected to your computer.
- Users of the ***Old GroundsOpsStaff*** have commented that many of them use dual monitors connected to their computer.
- To provide the ability to move ***GroundsOpsStaff-2ed*** from monitor to monitor, the ***Move to Another Monitor*** button, the ***Move to Primary Monitor*** button, and the **Select Monitor** tool are provided.
- Follow the below steps:
  - Click the ***Move to Another Monitor*** button to launch the ***Select Monitor*** tool
  - Click on one of the four directional buttons to select the monitor to move ***GroundsOpsStaff-2ed*** to
  - Click ***OK*** button when you have the moved ***GroundsOpsStaff-2ed*** to the desired monitor

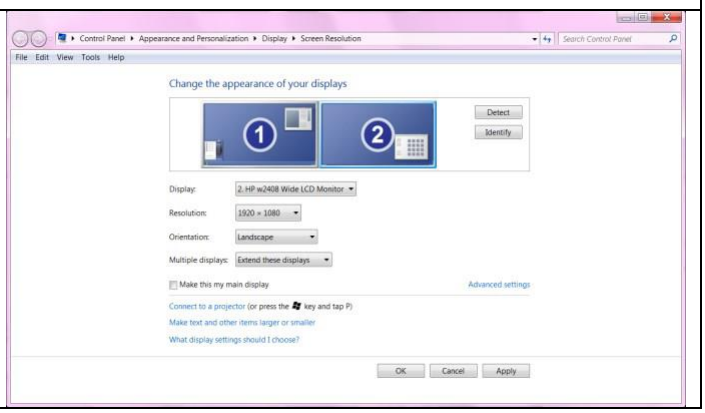
NOTE: You must have at least two monitor connected to your computer in ***Display Extended*** mode.
NOTE: You must be in the Main Menu worksheet to move to another monitor.

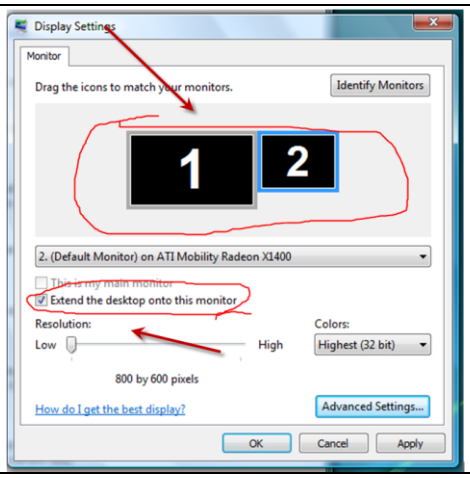


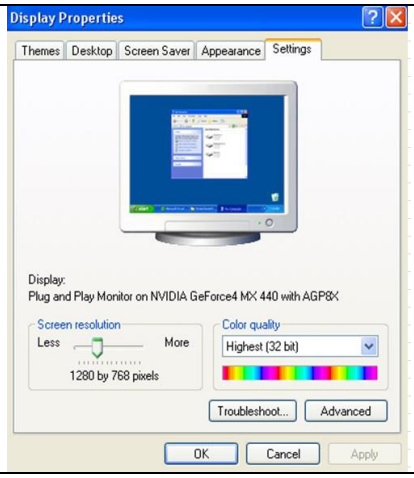
Setting Up Dual Monitors for Your Computer (*MultiMonitor Enabled*)

- The process of setting up dual monitors will vary depending on your computer and operating system. But, generally it means right-clicking on a blank area on your desktop and then selecting one of the below series of menus and commands.
    - Window-XP: Properties → Setting Tab. This opens up thee ***Display Properties Dialog Box***
    - Windows 7: Screen Resolution (); or
    - Windows Vista: →Personalize→ Display Setting. This opens up thee ***Display Setting Dialog Box***
- Below are screenshot of the various interfaces you are likely to see on your computer for setting up dual monitor operations. You can also reach these display management tools through your computer control panel.
- ***GroundsOpsStaff-2ed*** requires that the monitors be in display extended mode. It does not matter if they as configured side-by-side or top-to-bottom and it does not matter which position your primary monitor occupies.
- ***Move to Primary Monitor*** button on the Main Menu screen will quickly move ***GroundsOpsStaff-2ed*** to your primary monitor with one mouse click.



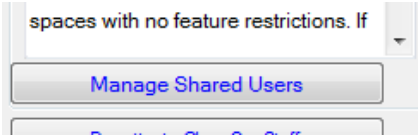




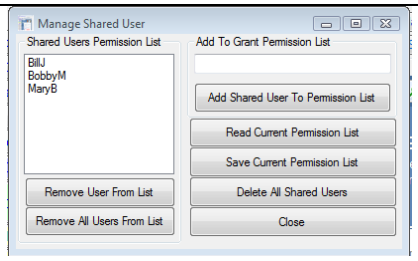


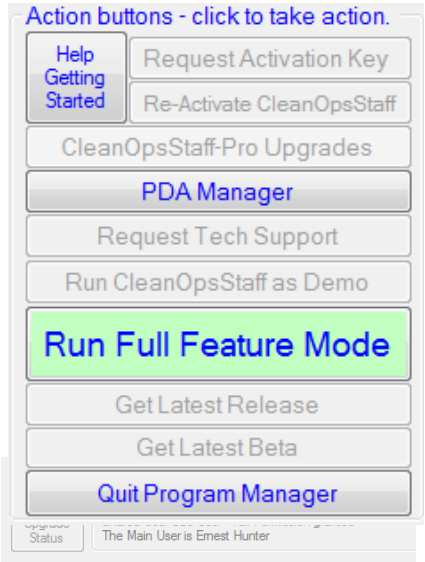
Granting Permission for Shared Users to Run GroundsOpsStaff-2ed on the Same Computer:

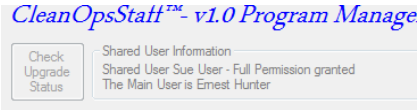
1. GroundsOpsStaff-2ed is distributed under a ***Single License Agreement***, and can legally only be installed on one desktop and one laptop under the same ***Product Code.*** However, there is no limit as to how many people can share the Desktop or Laptop as long as the program is only running on one computer at a time under the same ***Product Code.***
2. You will use the ***Manage Shared User*** button to giver other users who can log onto your computer permission to run GroundsOpsStaff-2ed in Full Feature Mode on your computer.



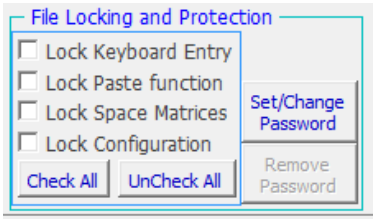
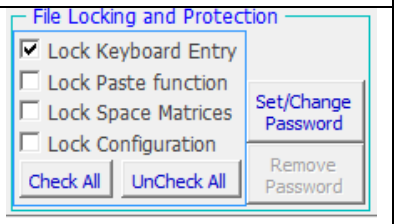
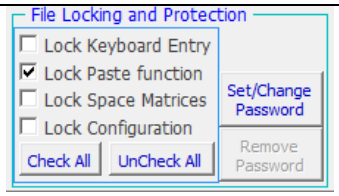
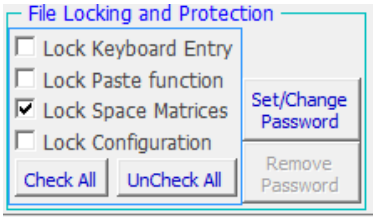
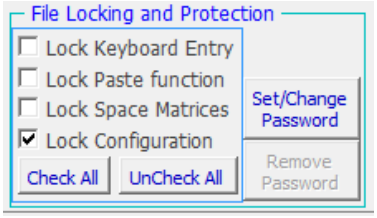
3. **IMPORTANT NOTE:** The first user on the computer to activate GroundsOpsStaff-2ed will be recorded by the Program Manager as the **Main User.** The **Main User** will be the only user who can grant permission to others to run GroundsOpsStaff-2ed in Full Feature mode. Only one user should be logged on when granting permision and running GroundsOpsStaff-2ed setup.
4. Click the ***Manage Shared User*** button to launch the ***Manage Shared User*** tool
5. Enter a user name into the ***Add User Input Box***.
6. Click the ***Add Shared User To Permission List***
7. Repeat for all the shared users you want to give permission to.
8. Click ***Save Permission List*** button to activate the permission list and confirm and save it to disk.
9. Click the ***Close*** button
10. Note: you may click on the ***Read Current Permission List*** button to retrieve the current permissions.
11. When you log off the computer and a Shared User log on, the Shared user will run ***Setup*** to install GroundsOpsStaff-2ed under their Log-in account. After installing GroundsOpsStaff-2ed, shared users will run GroundsOpsStaff-2ed as they do all other Windows programs. **Always ensure that there are no others user logged on to the computer when uninstalling and installing programs or running Setup.**
12. The Shared user will not have access to all Program Manager functions, but will have access to all Main Program function that the Main user has access to. The Shared user will not have access to the grayed out disable buttons as shown in the screen shot to the left.
13. The ***Shared User Information*** box at the top left of the screen will indicated the status of the shared user.
14. If the shared user has not been granted permission by the ***Main User*** the ***Shared User Information*** box and the ***Terms/Agreement/Status/Message*** box will reflect this status and the Shared will only be able to run in Demo mode
15. Note: The Main User and all Shared Users will have access to the same two GroundsOpsStaff-2ed Folders (***"GroundsOpsStaff-2ed Program Files"*** and ***"GroundsOpsStaff-2ed Data"***
16. The ***Main User*** can use the ***Remove User From List*** button and the Delete All Shared Users to revoke permission to Shared Users.

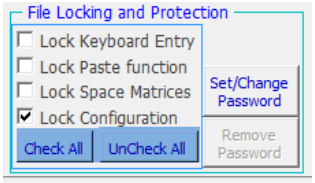




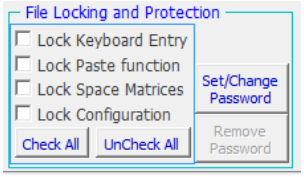
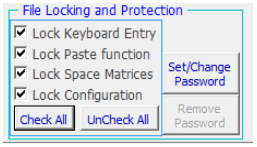
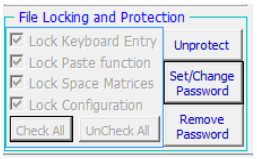
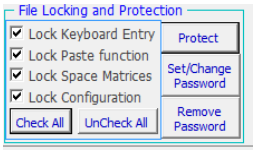


File Locking and Protection (Future Capability):

1. GroundsOpsStaff-2ed has a ***File Locking and Protection*** section in the Configuration form. This feature is useful for organizations who wish to centrally manage the data files and limit user from changing the data. The action performed in this section effect only the current file in memory. 2. ***File Locking:*** You can set four different type of file locking in order to protect your data from being accidently change while it is in memory. The screenshot to the right indicate that none of the functions are locked and that no password has been set. 3. ***File Protection:*** You can apply password protection to your data before you save it in order to prevent others from changing the ***Lock Status*** of your files. Protection allows you to share your files with others so that can open them without the password; however, they would need the password to change any of the four lock statuses. 4. The four locking statuses are contained in the data file when you save them. If you set a password before saving, anyone you share the file with can open it without the password, but users cannot change the locking status.	
5. Lock Keyboard Entry: Check this box to prevent being able to enter data in the ***Inventory and Macro Staffing Worksheet*** from the keyboard. This is useful to prevent accidently changing data in the worksheet from the keyboard. With this box checked, all the input columns in the ***Inventory and Macro Staffing Worksheet*** become write protected. You can still paste data into the worksheet using ***QEntry***, ***Keypad***, ***Rows and Cells Paste Right-Click short-cut menu***, and te ***Paste*** button on the ***Staff Calculator (QStaff).***	
6. ***Lock Paste Function***: Check this box to lock out all the paste functions found in ***QEntry***, ***Keypad***, ***Rows and Cells Paste Right-Click short-cut menu***, and te ***Paste*** button on the ***Staff Calculator(QStaff).*** This box also locks out the row ***Insert/Delete*** function preventing users from being able to insert and delete rows.	
7. ***Lock Space Matrices***: Check this box to lock out the ability to change the ***Standard Category Matrices*** and lock out the ability to make local ***Space Category Matrices.***	
8. Lock Configuration: This box prevent users from changing the configuration. This is useful when you want to ensure all users you share a file with do not change the configuration variables and other configuration aspects.	

9. Check All** and **UnCheck All: You can check and uncheck all the Lock boxes at once by using the ***Check All** and **UnCheck All*** buttons. If you want to share a data file but do not want the user to be able to change any of the data, you would (1) click the ***Check All*** button, and then (2) click the ***Set /Change Password*** button, and then (3) ***save*** the file.	

Steps for Locking and Protecting a Data File (Future Capability):

1. The Locking and Protection section will look like the screen shot to the left if the file in memory is not password protected and no functions locked out. Note that the ***Remove Password*** button is disabled (grayed out) indicating that there is not password set for the data in memory	
2. Click the Check All button to lock all four functions and the ***File Locking and Protection*** section will look like the screen shot to the right.	
3. Click the ***Set/Change Password*** button launch the ***Set New Password*** box: a. Enter your Name (oprional) b. Enter a password (4 to 8 characters – letters, numbers and special characters of your choice) c. Reenter the password and click the ***Set Password*** button d. Click **OK**	
4. This will place the data in memory in locked and protected mode. This means that you can not change any of the data in the Macro Staffing anf Inventory worksheet and you cannot unlock any of the four locked features unless you click the ***Unprotect*** button and enter the password. 5. Note all the ***Lock checkboxes*** are disabled (grayed out) which means the data in memory is in ***Protect*** mode	
6. To regain access to the Lock Checkboxes while keeping the data under password, click the ***Unprotect*** button. ***7.*** Enter the password and click ***OK***	
8. The ***File Locking and Protection*** section will now look like the screen shot on the right. The lock boxes are now available to be changed to allow you to work on the data until you click the ***Protect*** button.	
9. Saving a ***Locked and Password Protected*** data file: regardless of the status of the ***Protect/Unprotect*** button, when you save a data file, the lock box status will be saved with the data file. If you have set a password, you will have to enter the password before you can save the file. 10. Users you share your password protected file with will not need the password to open the file, however, they will not be able to change the lock box status without the password. You can save the file with any combination of the lock boxes checked, with all of them checked or with none of them check.	

Available Upgrades

AVAILABLE NOW

Upgrade to GroundsOpsStaff-2ed-Pro and Purchase Increase Record Capacity

http://hunterconsulttrain.com/GroundsOpsStaff-2edPro.aspx

Capabilities:
Add up to **1500** additional record capacities in **250** records batches for a total record capacity of **2000**.

AVAILABLE NOW

GroundsOpsStaff-2ed ProScheduler Add-In

Capabilities:

- Automatically schedule the Weekly ground maintenance tasks in a manner that balance week work loading musing GroundsOpsStaff-2ed ***"Least/Most Loaded Week"*** scheduling method. With ***GroundsOpsStaff-2ed-ProScheduler,*** you can automatically create a weekly schedule of ground maintenance tasks that will automatically balance the time assignment for each week and inform you of the least and most loaded week to assist you in selecting weeks for scheduling all work.

AVAILABLE NOW

GroundsOpsStaff-2ed *justDoNext Data Import Wizard*

- **Capabilities:**
  Convert external inventory data that already exist in excel spreadsheets to GroundsOpsStaff-2ed data file format using a ***justDoNext wizard***
- Use color coded ***Red***, ***Yellow*** and ***Green*** command buttons a ***SmartNext*** button that guide you through process by simply clicking the ***SmartNext*** button
- Import multiple records from within worksheets within an external data spreadsheet
- Automatically convert your existing space/room name to APPA-GroundsOpsStaff-2ed ground type names using keywords
- Export GroundsOpsStaff-2ed inventory data file to normal excel spreadsheets
- Export GroundsOpsStaff-2ed partial inventory data file to normal excel spreadsheets
- Edit GroundsOpsStaff-2ed Data in the Wizard to copy and paste multiple GroundsOpsStaff-2ed records
- Serve as a data input interface that make more use of the native Excel spreadsheet environment

FUTURE UPGRADE

GroundsOpsStaff-2ed-*ProMobilePlus-PC/PDA*

Capabilities:

- Activate GroundsOpsStaff-2ed-ProMobilePlus-PC on one Desktop and one Laptop
- Activate GroundsOpsStaff-2ed-ProMobilePlus-PDA on one PDA
- Create Schedule and Inspection files directly on the PDA and upload to the PC
- Easily upload schedule/inspection results from your PDA to GroundsOpsStaff-2ed-Pro on your PC/Laptop
- Create grounds area inventory files directly on the PDA and upload to the PC
- Download grounds area inventory records from your PC/Laptop to your PDA
- Use your PDA to collect and verify grounds area inventory data and easily uploaded the verified data to GroundsOpsStaff-2ed-Pro on your PC/Laptop
- Adds a fast efficient way to export and import partial grounds area inventory data

FUTURE UPGRADE

GroundsOpsStaff-2ed-ProMobilePlus-PDA Add-In

Capabilities:

- Activates GroundsOpsStaff-2ed-ProMobilePlus on one additional PDA
- See above for PDA Capabilities

GroundsOpsStaff-2ed Files:

File	Purpose	Extension	Default Folder
Main Program File – "***GroundsOpsStaff-2ed.xls"*** (Excel 2003) ***(GroundsOpsStaff-2ed Program)***	Contain GroundsOpsStaff-2ed Main Program	**.xls**	**C:\GroundsOpsStaff-2ed Program Files**
Default Configuration Variable File ***" GroundsOpsStaff-2ed-HEGS-Vars.ini" (GroundsOpsStaff-2ed System)***	Contain the configuration information that is loaded at start up and when you close a inventory file	**-HEGS-Var.INI**	**C:\GroundsOpsStaff-2ed Data**
Default Standard Space Category File ***"GroundsOpsStaff-2ed-HEGS-Cust.xls" (GroundsOpsStaff-2ed System)***	Contains the 14 custom grounds type matrices	**-HEGS-Cust.xls**	**C:\GroundsOpsStaff-2ed Data**
Data Field description and data collection template ***"GroundsOpsStaff-2ed Data Input Template.xls" (System)***	To help you know how best to prepare your data for import when using ***JustDoNext*** Import wizard	.xls	**C:\GroundsOpsStaff-2ed Program Files**
GroundsOpsStaff-2ed-ProMobile.exe	PDA ProMobilePlus application program file	.exe	**C:\GroundsOpsStaff-2ed Program Files** (on PC) **\Windows\Start Menu\Programs** (on PDA)
Excel Environment Reset File "***Reset Environment.xls" (System)***	Use to reset your Excel environment back to its default values in the event that ***GroundsOpsStaff-2ed*** is shut down abnormally. Run Excel and use the Open command to open this file. Enable Macros.	.xls	C:\GroundsOpsStaff-2ed Program Files
Custom Grounds Type Matrices Files (User)	Contains the 33 standard matrices including any change you made to activities and frequencies of the 33 standard categories as saved by user	-HEGS-Cust.xls	C:\GroundsOpsStaff-2ed Data